

DRPRO

DRAWING REGISTER

PROFESSIONAL

2013

Streamlining Drawing Offices since 1992



USER'S MANUAL

(November 2012)



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DRPRO 2013

DRAWING REGISTER PROFESSIONAL

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DRPRO has been designed to be as user friendly as possible, and most of the functions included are obvious to anyone involved in a drawing office and with some knowledge of how Windows works.

INSTALLING DRPRO:

It is highly recommended that the person that will be responsible for the running and upkeep of this program in your office has a sound knowledge and understanding of Windows, computers and networks, as no support will be given by LDA Computing on the operating system software that you may be running in your office.

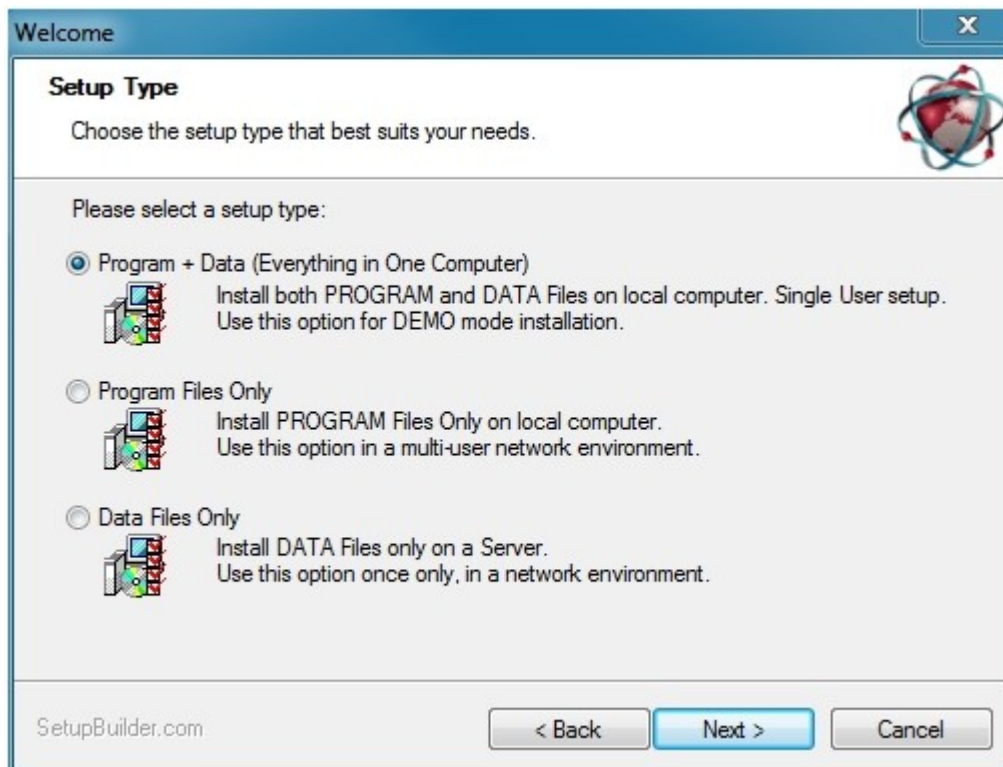
Download the latest [Setup-Drpro2013.zip](http://www.LDAcomputing.com) file from www.LDAcomputing.com web site, and save it in a temporary folder in your computer.

For local area networks, the installation of **DRPRO** is divided into two stages:

1. First the Data portion of the program, named '**Data Files**' which is installed on a server, i.e. where your data is going to reside. This data must be accessible to all the workstations in your network that will be used to access to **DRPRO**. All users of DRPRO must have full Read+Write access to this network folder and the correct permissions must be given by the network administrator.
2. After the Data portion is installed, re-run the same installation program again from each of the workstations that will have access to **DRPRO**. Select the '**Program Files**' option this time. Please note that one Workstation Licence is required for each computer where DRPRO is going to be installed. While in demo mode (i.e. after downloading from our web site) only one licence will be installed. Only after you receive a **Registration File** from LDA Computing via e-mail, must you install the remainder of the workstation licences.

Alternatively, if you are planning to use **DRPRO** in single user mode, i.e. everything on one computer, you may then select the '**Single User**' option from the installation program, which installs both the Data and Program portions in the same folder in the same computer.

The images below shows the main installation screen and the three different installation options for DRPRO, all from the same installation file:



Logging in for the first time:

The first time that **DRPRO** is accessed from any of the workstations, it will prompt you to select the location of your data files (on the network). Specify the required location, click the Save button and restart **DRPRO** again.

For first time access, please note that the username '**administrator**' must be used, with no password in the password field. You may need to press the '**tab**' key to activate the "GO" button!

DRPRO 2013 Login S/N: DR-9998-ZA-TEST (30 User)

Login Name:

Password:

After Password, Press 'tab' to access 'Licence Manager' (Admin rights required !)

Workstation Name: WKS-LDA Licence No: 1

DRPRO Default Printer: PrimoPDF

DATA Location: (NOTE! Change this only if you've lost connection to your Data)
C:\DRPRO\Data\

Annual Subscription Expiring in 42 Days
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DRPRO
DRAWING REGISTER
PROFESSIONAL

By:

LDA
computing

Your Login name must be pre-entered in the 'Users List' for access to be granted. The password is optional, but it is recommended that anyone with 'Administrator' status has a password, or else, your DRPRO setup could be left open to anyone to 'fiddle' with the default parameters.

For obvious security reasons, if you lose your user name and/or password, there is no backdoor way that you can use to get to this information. You'll have to email the file 'USERS.TPS' (found in the DATA folder) to LDA Computing and we'll extract it for you and re-email the information back to you again.

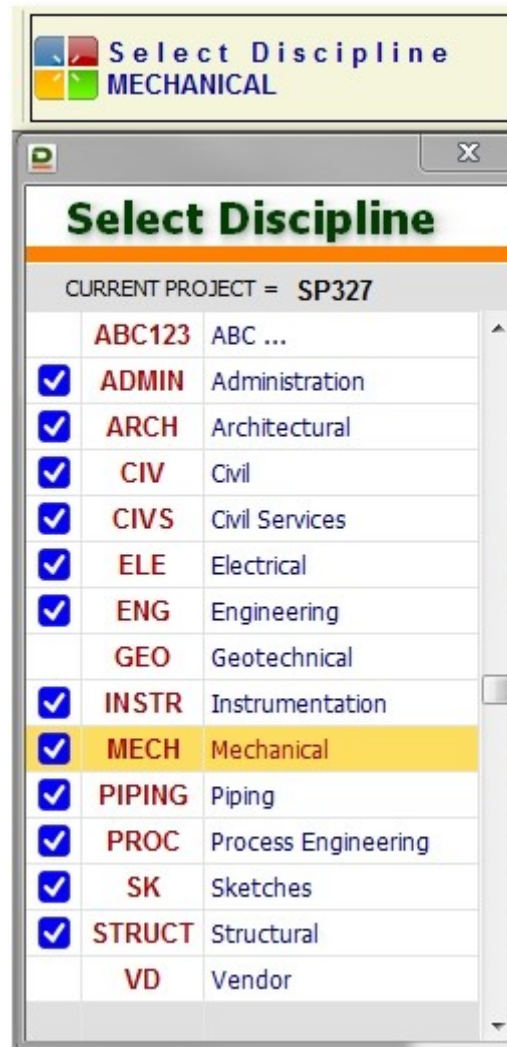
USING DRPRO:




- A user name must be used to access the program. The user names are allocated by the system administrator and are accessible from the 'Administrator's' Button on the Control Panel.
- Access level of '**Administrator**' gives access to all functions of **DRPRO**, while '**Operator**' level blocks access to administrative functions.
- It is a good idea to give the administrator a password so as to keep proper control over the use of the program. It is recommended that at least two people have administrative rights in DRPRO, just in case one of them is not available.
- If the '**Main Menu**' is not visible on the screen (closed), it can be opened again by clicking on the 2nd button on the Toolbar on top of the main screen.

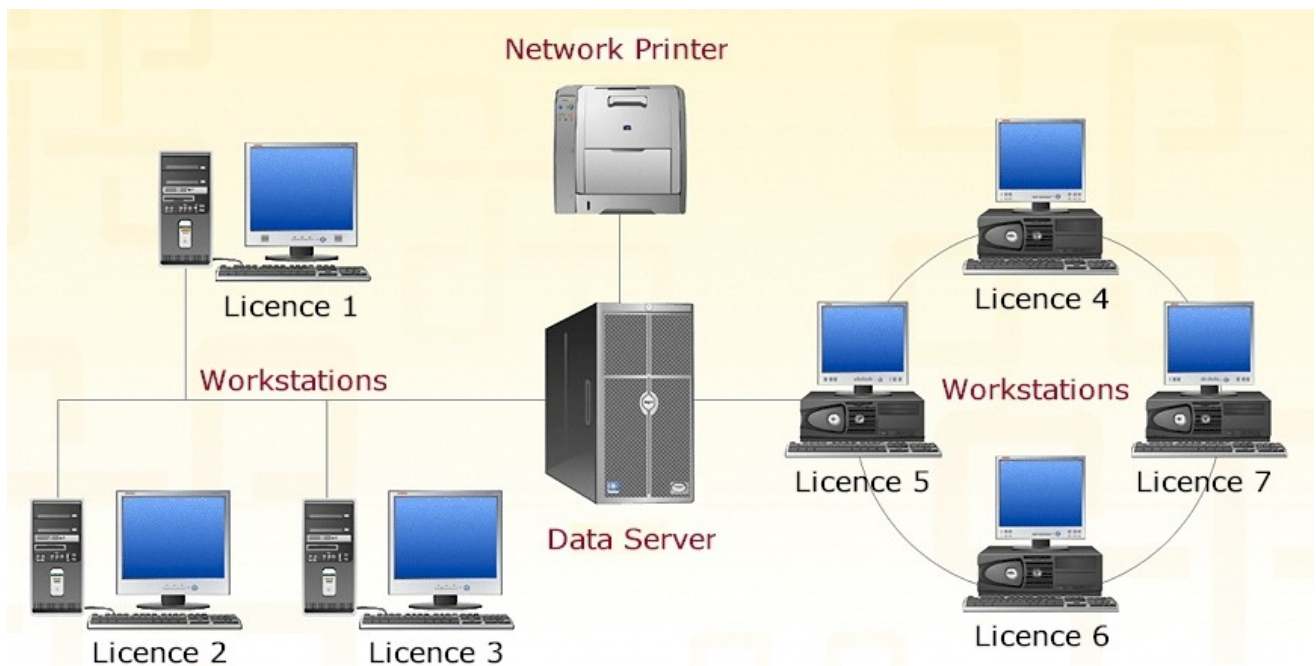


- The **Select Discipline** button is used to change from one discipline to another. When changing from one discipline to another, only the information relating to that discipline is displayed. The only items that are common to all Disciplines are Projects, Portions and Recipients.



To select a new Discipline, click on the **"Select Discipline"** button from the toolbar on top of the screen, and double-click on the desired discipline from the list. Doing this while viewing a Drawing List will change the list so as to display only the drawings that belong to the selected discipline. The Blue icon  on the left column is an indication that there are drawings listed under that discipline for the current project. The current project is displayed at the top of the list.

- The main program file (**DRPRO.EXE**) resides on each individual workstation, while the data resides on a Data Server, which could be somewhere else on the network or in the same computer, such as in single user cases. Each workstation has its own licence as well as its own defaults about where the data files are located, the default printer to be used, etc.
- A typical **DRPRO** deployment on a network would look something like this:



As a general rule, all lists in DRPRO have 4 standard buttons either at the bottom of the list or on the side, depending on the layout of each window:



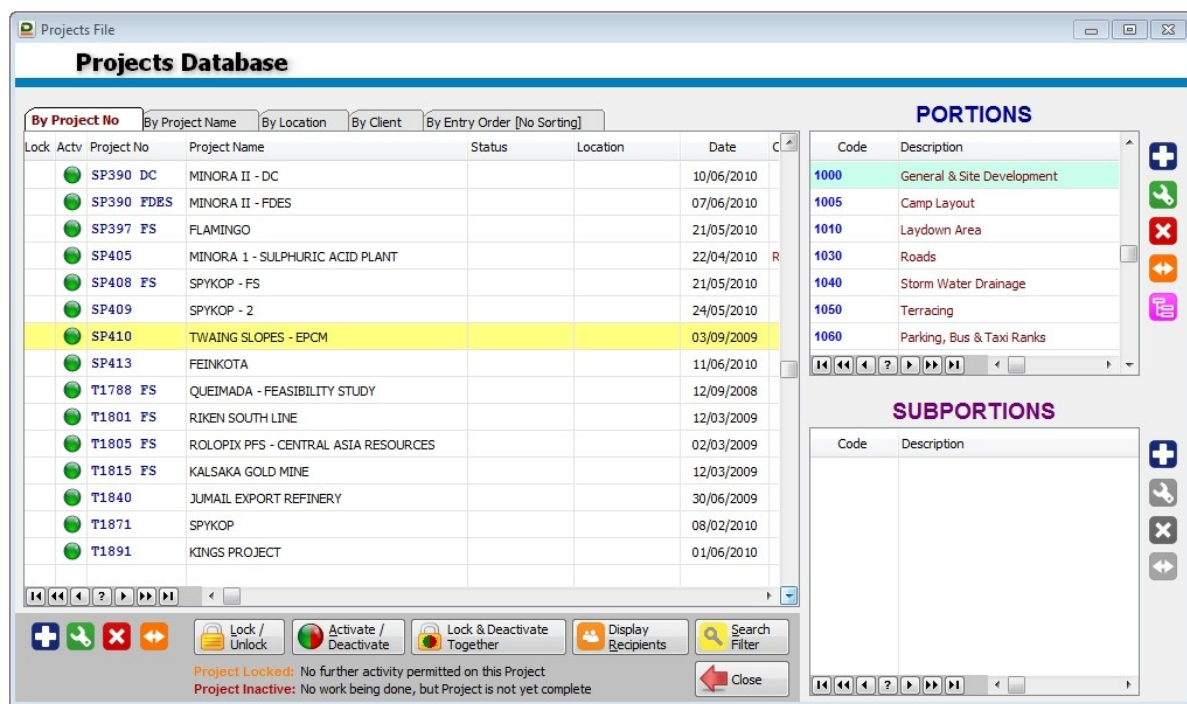
Add Add a new record to the list (Project, Drawing, Recipient, etc.)

Change Change the highlighted record to something else.

Delete Delete the highlighted record.

Copy Copy the details of the highlighted record to Add a new one.

- Projects Database:** This is where you keep your list of projects. It also allows you to divide a project into **Portions (or Areas or Zones)** as well as into **Sub-Portions (or Sub-Areas or Sub-Zones)**. Each project can have its own revision system. If the revision system of a project is modified half-way through the project, it may have an impact on the display sequence of past issues, so it is a good idea to decide before hand which revision system is going to be used. It is also a good idea to adhere to an office standard in this respect, and not have each individual decide on how to sequence the revisions.



The screenshot shows the 'Project Entry Form' for project 'SP410'. The form includes fields for Enquiry No, Project No, Project Name, Project Status, Client, Client's Proj No, Project Value, Project Type, Location, Country, State, City/Town, Suburb, Stand No, Percentage Complete, Site, Office, Project Date, Rev System, and buttons for 'Cancel' and 'Save'. The project is currently in 'Construction' status, managed by 'QWARTERS' (Q1234). The project value is 100,000,000, and the project type is Mining. The location is DRC, Western, Kwamashutu. The project date is 03-09-2009, and the revision system is Demo. A note at the bottom states: 'NOTE: To activate the printing of Client's Dwg Numbers, enter a Project No. here first, tick ON the next box & Define Where.'

- **Master Company List** is a list of ALL companies that you normally have dealings with, from which the individual recipients for a project will be extracted. A link is maintained between the company name and the recipient in a project, so you can display all projects that a particular company has worked on.

Company Master List

Master Company Database (ALL Companies)

By Company Name | By Abbreviation | By Capacity | By Entry Order [No Sorting]

Abbrev	Company Name	Contact Name	Capacity
ALESA	Alcan Alesa Technologies Ltd	Kaleba Williams	Project Manager
A-MELTOR	Alfa Meltor Systems	Margaret Nieman	
ACOC	Alumina and Coke Offshore Conveyors	Document Control	Client
AVDW	Antonio Vivaldi	Antonio	Section Leader
ARENA	Arena	Laura Segismund	Client
ATFN	ATFN - SA	Dia Mustafa	Civil Engineer
BARINGS	Barings Systems	Thulani Twala	Vendor
BHULANI	Bhulani Engineering	John Knox	Fabricator
BB-CC	Blarney Brothers CC	Clinton Blarney	Civil & Structural Engineer
BOLTMAN	Boltman Engineering	Miguel Gonzalez	Engineering Infrastructure
BRENTON	Brento Excavations	Paul Soldatos	Vendor
BEPH	Brink Earthmoving & Plant Hire	Brink	Civil Contractor
BST	BST Steelworks	Louis Van Der Walt	Vendor
BBWA	Burger and Burger	Helga Burger	Fabricator
CARTOONS	Cartoon & Associates	Piet Cartoon	

ALESA

Office Location: Quebec H3P 2V9
 Contact Name: Kaleba Williams
 Address: 144 Rockland Lane
 Mount Royal

Quebec H3P 2V9
 Canada
 Tel: +1(514) 254 5464
 Fax: +1(514) 254 7890
 Email: kalebawilliams@alesa.com

2 Projects Worked On

Proj No	Proj Name
SP377	QUEIMADA
SP317	VINO TINTO

Changing a Company Record

Master Company Entry Form

Basic Details | Addresses & Tel/Fax Nos

Master Abbrev: ALESA Must be a Unique Abbreviation, up to 8 Characters

Company Name: Alcan Alesa Technologies Ltd

Capacity: Project Manager

Office Location: Quebec H3P 2V9

Contact Name: Kaleba Williams

Changing a Company Record

Master Company Entry Form

Basic Details | Addresses & Tel/Fax Nos

Physical Address:

Line 1: 144 Rockland Lane

Line 2: Mount Royal

Line 3:

City: Quebec H3P 2V9

Country: Canada

Postal Address:

Line 1:

Line 2:

Line 3:

Line 4:

Zip Code:

Company Contact Information:

Tel No: +1(514) 254 5464

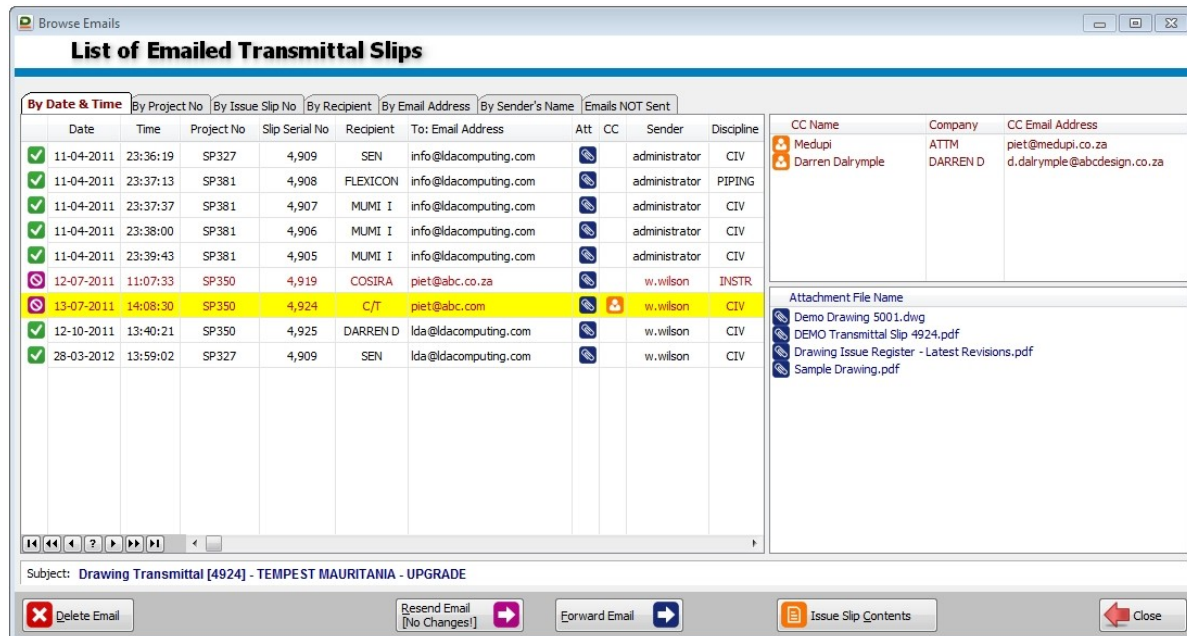
Fax No: +1(514) 254 7890

Email: kalebawilliams@alesa.com

Cell No:

For Contact Name Specified.

- **List of Emailed Transmittal Slips** – This list displays all transmittals slips that have been sent via email from within DRPRO. An internal database is maintained by DRPRO, but does not include the actual attachments sent with the email. Only the attachment file name is recorded, as well as the CC names if any.



The '**Resend Email**' button is intended to be used only in cases where the original email did not go out due to a communications error. Those emails will be displayed in **Red** on the list. DRPRO will take all the ingredients of that email and try to send it exactly as it was originally, without allowing you to change anything. If there are any attachments, they should still be in the same original folder for this operation to work.

The '**Forward Email**' button is identical, except that it will allow you to alter some details of the email, such as attachments and recipients, but not the transmittal slip itself.

A NOTE about emailed Transmittal Slips: If you send a copy of a Transmittal Slip as a "CC" to another recipient, DRPRO will NOT record that as being an official issue to that recipient. They are simply getting a copy of a Transmittal Slip that is addressed to someone else. If you need to keep an official record that this "CC'd" company has received the drawings/documents, then add them to the standard list of recipients for that specific project and include them in a normal issue.

- **Recipients Database** gives you a list of all the companies involved in a single project. Apart from some basic information about each company, you can also include addresses, telephone and fax numbers as well as email address, default issue remarks and a list of contact names and numbers for individual persons within this company. Most of this information will be copied from the Master Company List when adding a new company, provided this information has been entered in the Master Company List.

Recipients Database

Project No: **DEMO-1** **Riverside Shopping Centre**

ALL Recipients | **ACTIVE Recipients**

Actv	Abbrev	Company Name	Capacity	No Of	Full	Fax	Email	Method
●	BROWN&SP	Brown & Spears Building	Main Contractor	1				Collect
●	GLPA	Gerard Louis Preston Associa	Project Manager	5				Deliver
●	NW&A	Norton Wills & Albert Architect	Architect	1				Deliver
●	WILLMING	Wilmington Steel	Steel Fabricator	2				Collect

Contact Names:
Brown & Spears Building

Name	CC	Email
Doug Lester	<input checked="" type="checkbox"/>	dlester@brownspears.com
John Barry	<input type="checkbox"/>	jbarry@brownspears.com
Nick Crossman	<input type="checkbox"/>	ncrossman@brownspears.c

Contact Details:
Doug Lester
Designation: **Contracts Manager**
Email: **dlester@brownspears.com**
Cellular: **082 987-5544**
Tel: **016 123-6789**
Fax: **016 654-9988**

4 Recipients Listed

Buttons: Copy All Recipients to Another Project, Copy One Recipient, Merge Recipient, Activate Recipient, Deactivate Recipient, Previous Project, Next Project, Show Dwg Received, Close

On the right side of the window is the list of contact names for each recipient listed on the left. You can add more names to this list from this list or alternatively from the Recipients Entry Form as shown in the next images.

From this list, you can also "merge" all the issue records of two recipients. This is useful in cases when a recipient was added twice by mistake, with a different abbreviation to the original one, and now you need to get everything back together under one name.

You may also copy all recipients in the list (or one recipient only) to another project, where for example, the project team is almost identical to the original project, thus avoiding spending time building up the whole list of recipients again.

The yellow CC button on the right list is for the purpose of activating an automatic CC of every transmittal slip that is emailed from DRPRO to this particular company.

In the **Recipients Entry Form**, you can enter many known details about each company on each of the four tabs available, and pre-define others that will be used at issue time. As a general rule, the more information you enter here, the quicker your drawing issues are going to be. Pre-define as much as you can here, and it will make the issuing process a breeze!

On the 3rd Tab, you can pre-define up to 10 Issue Remarks or Reasons for Issue for each recipient, so that at issue time you don't need to change them individually. Generally, you'll find that these remarks tend to stay in the spot through most of a particular phase of the project, only changing when for example it goes from design to construction stage. When that happens, change the remarks to the new set and save again. However, any of these remarks can be changed at issue time every time, but that will slow you down, and that's is not the philosophy behind DRPRO

The 4th Tab is essentially a repeat of is already displayed on the main recipients list. You can do any changes or additions from this entry form or from the main recipients list. The effect is the same.

The 5th tab in the Recipients Entry Form (**new as from v2011**) is used for the purpose of setting defaults on recording drawings received from a particular company. Enter the required details only if you are going to receive drawings from this company on a regular basis AND then re-issue them again. A typical application of this would be if you're a contractor that receives drawings from the team of consultants and then re-issue them to your subcontractors or site teams.

Change Recipient's Details

Recipients Entry Form

Basic Information | Addresses & Tel/Fax Nos | Default Issue Remarks | Contact Names | **Dwgs Received**

NOTE: If you are going to receive drawings from this Company and re-issue them again on a regular basis, then enter details below to speed up the recording process. If NOT, then leave the entries below BLANK!

Defaults for Drawings Received:

Recipient's Own Project No:

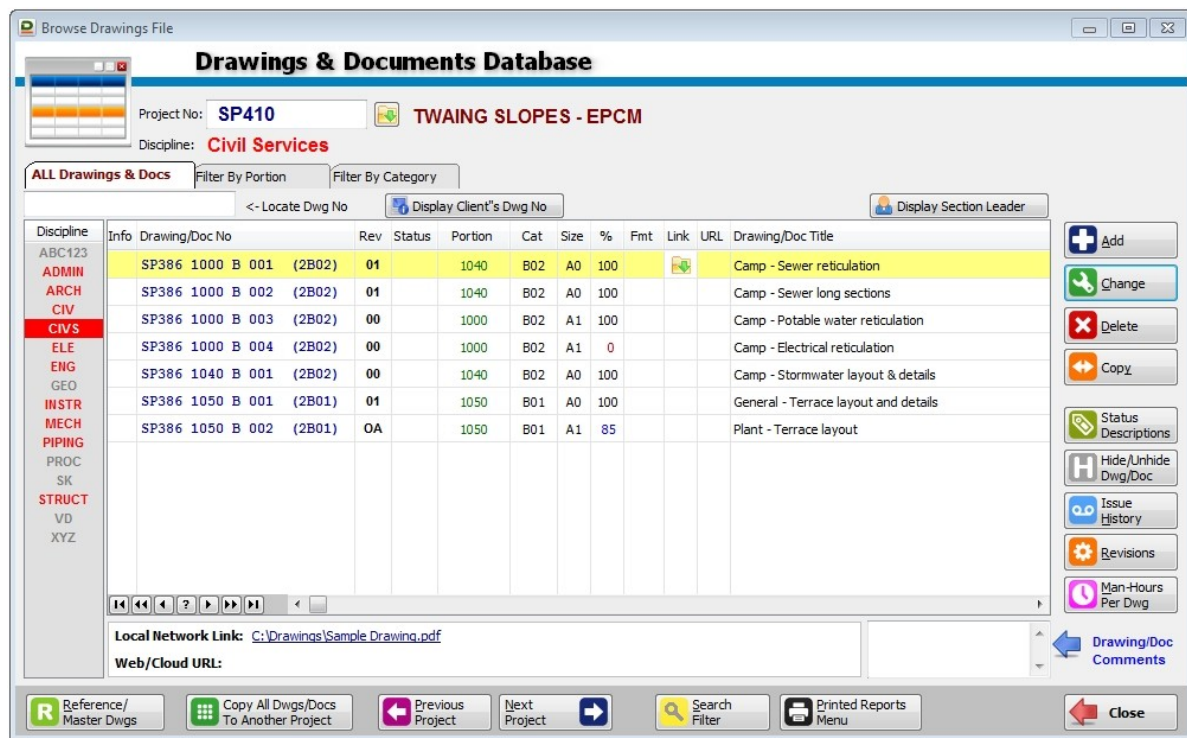
Forced Prefix for ALL Drawings Received: Leave blank for original Dwg No.

Revision System used by this Company:

☒ Automatically Copy All Drawings Received from this Company To My Drawing List without asking

Drawings & Documents Database is the main repository of all Drawings and/or Documents for each project. A drawing or document can be a single sheet, such as a drawing, or a multi-page bound document. Each drawing belongs to a user defined category (each Discipline has its own set of categories. (See Disciplines).

To view the drawings belonging to another discipline, select the discipline from the list on the left (**new as from v2011**) and they will be displayed.



The category will define if the Drawing Number is alpha-numeric or if it follows a numeric sequence which can be generated in batches, plus a user defined prefix. The document number is upper case only, up to 40 characters long, is alpha numeric and follows the normal computer (ASCII) sequencing for alpha numeric characters, which is not the same as a purely numeric sequence. In numeric sequence you have:

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21, etc.

But in alphanumeric sequence the sorting would be:

1,10,11,12,13,14,15,16,17,18,19,2,20,3,4,5,6,7,8,9.

To get this properly sequenced you would need to renumber your drawings as:

01,02,03,04,05,06,07,08,09,10,11, etc. to get the correct display sequence.

If your numbering system goes into three characters then use 001,002,003,004, etc.

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE**

Discipline: **Instrumentation** 91

Basic Info Additional Info Budget Hours & Date Milestones Comments

Discipline: **INSTR** Category: **I24** Instr. Block Diagram

Dwg/Doc No: **SP350 9300 I 0103 (2I24)** 40 | Chrs Max

Revision: **OB** Sheet **1** Of **1** ☐ Hide This Dwg from Printed Reports

Dwg/Doc Title: **Instrumentation - Instrument Cable Block Diagram - 3 MCC03**
Max 150 Chrs

Area Code: **9300** **Instrumentation** Dwg/Doc Status: **P50** ☒ Force % Complete
Progress 50

Zone Code:

Dwg/Doc Size: **A3** Designed By: **Barry Verster**
Dwg/Doc Scale: **1:100** Drawn By: **Clive Daniels**
Dwg/Doc Date: **05-11-2012** Checked By: **Frans Le Croix**
Date Required: **20-11-2012** Approved By: **Flip Mulder**
% Complete: **50** % (0) Section Leader: **ADMIN-001** Administrator

☐ This Dwg Is a Reference (Master) Dwg
☐ Link This Dwg To a Reference Dwg

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE**

Discipline: **Instrumentation** 91

Basic Info Additional Info Budget Hours & Date Milestones Comments

Dwg No: **SP350 9300 I 0103 (2I24)**

Dwg Title: **Instrumentation - Instrument Cable Block Diagram - 3 MCC03**

Vendor Information (Doing Drawings for You)

Vendor's Dwg/Doc No:

Vendor's Name: **Quality Tube Services CC**

Multi Page
Multi Page Document ☐

Client's Drawing Information

Client's Dwg/Doc No: **CL-1234-ZA-999-2**

NOTE: You may use the Client's Dwg No. on all printed documentation. Must first be activated in the Project Entry Form for this Project No.

Computer File Information

File Type/Format: **Acrobat Reader** **PDF**

Network File Location: **C:\Drawings\Sample Drawing.pdf**

Web/Cloud File URL: **http://www.abcdesign.com/downloads/temp/Sample Drawing.pdf**

NOTE: Network File Location refers to a file that is only available within your Local Network
Web/Cloud URL is a link that can be accessed from anywhere, such as MS Share Point / Web / FTP / Cloud
For Web/Cloud URL, Copy from the source and Paste into this entry field, then verify with 'Test URL'

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE** 91

Discipline: **Instrumentation**

Basic Info Additional Info Budget Hours & Date Milestones Comments

Dwg No: **SP350 9300 I 0103 (2124)**

Dwg Title: **Instrumentation - Instrument Cable Block Diagram - 3 MCC03**

Date Milestones for This Dwg/Doc:

Actual Start Date: **01-10-2012**

Forecast Completion Date: **20-11-2012**

Actual Completion Date: **19-11-2012**

Budgeted Hours & ManHours Already Spent:

Budgeted Hours: **20.00** Hrs

Actual Hours Spent: **7.50** Hrs

COS Hours (External): **0.00** Hrs [COS = Change Of Scope]

COS Hours (Internal): **0.00** Hrs

Squad Check Dates:

Date Sent for Squad Check: **21-11-2012**

Date Required from Squad Check: **28-11-2012**

Date Returned from Squad Check: **29-11-2012**

Supplier Related Dates:

Date Received From Supplier:

Date Returned To Supplier:

Date Req'd For Resubmission:

Cancel Save

Changing a Drawing

Drawings & Documents Entry Form

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE** 91

Discipline: **Instrumentation**

Basic Info Additional Info Budget Hours & Date Milestones Comments

Dwg No: **SP350 9300 I 0103 (2124)**

Dwg Title: **Instrumentation - Instrument Cable Block Diagram - 3 MCC03**

Comments: (4,000 characters max.) NOTE: Part of 1st line of comments is printed in 'Drawing Register with Comments' Report

Any Drawing Related comments go in this field...

48 Characters used

Cancel Save

- The **"History" Button** allows you to view the issue history of any drawing in a project.

Drawing Issue History

Drawing Issue History

SP327 1100 M 1106 (2M01) - Primary Crusher, Stockpile and Reclaim - Rom Tip Structure Elevations

Dwg No	Rev	Date	Recipient	Slip Serial No	No	Media	Size	1	2	3	4	5	6	7	8	9	10
SP327 1100 M 1106 (2M01)	00	26-06-2008	COS	00001049	2	PP	A0										
SP327 1100 M 1106 (2M01)	00	27-06-2008	COS	00001057	2	PP	A0					✓					
SP327 1100 M 1106 (2M01)	01	03-07-2008	COS	00001073	2	PP	A0					✓					
SP327 1100 M 1106 (2M01)	02	29-07-2008	COS	00001127	2	PP	A0					✓					
SP327 1100 M 1106 (2M01)	02	22-08-2008	MPW	00001189	2	PP	A0										
SP327 1100 M 1106 (2M01)	02	23-08-2008	MPW	00001195	2	PP	A0	✓									
SP327 1100 M 1106 (2M01)	02	23-08-2008	SEN	00001196	1	PP	A0	✓									
SP327 1100 M 1106 (2M01)	03	09-10-2008	COS	00001332	2	PP	A0					✓					
SP327 1100 M 1106 (2M01)	03	17-10-2008	SEN	00001344	1	PP	A0					✓					
SP327 1100 M 1106 (2M01)	03	10-02-2009	COS	00001548	2	PP	A0					✓					
SP327 1100 M 1106 (2M01)	03	11-02-2009	COS	00001552	2	PP	A0					✓					

☒ 1 - For your Information
 ☒ 4 - Please return check copy
 ☒ 7 - For Tender purposes only
 ☒ 10 - For Signature
☒ 2 - For your Records
 ☒ 5 - For Construction
 ☒ 8 - For Manufacturing
☒ 3 - For Checking and Approval
 ☒ 6 - For Planning purposes only
 ☒ 9 - For Fabrication

View / Reprint Transmittal
 Previous Dwg
 Next Dwg
 Print This Dwg's History
 Close

You may also print the listed issue history on paper or to PDF by clicking on the button **'Print This Dwg's History'**, or view the original transmittal slip where this one particular drawing and revision was included by clicking on the button **'View / Reprint Transmittal'**.

- Drawing ManHours** is used for the purpose of recording time against drawings. As each employee spends time on a particular drawing, this time is then recorded daily against each drawing. Each drawing also has a certain number of budgeted hours allocated to it. The dates displayed will change colour depending on the time stats of each drawing. A printed report will then show calculated columns indicating whether each drawing is running on target, as well as grand totals for each discipline as a whole.

Manhours per Drawing

Project No: **SP350** **TEMPEST MAURITANIA - UPGRADE**

Drawings/Docs List:

ALL Drawings & Docs Filter By Area Filter By Category Display Date Columns

SP350 9300 I 0103 (2124) <- Locate Dwg No <-- Line up '%' with this line

Discipline	Dwg No	Rev	Area	Cat	Dwg Title	%	Budget H	Norm Hrs	COS Hrs
ABC123	SP350 9300 I 0001	01	9300	I28	Instrumentation - Instrument Index (Engineering)	75	40.00	28.50	
ADMIN	SP350 9300 I 0002	0A	9300	I28	Instrumentation - Instrument Index (Design)		60.00	1.00	
ARCH	SP350 9300 I 0100	0A	9300	I28	Instrumentation - CABLE BLOCK DIAGRAM			4.00	
CIV	SP350 9300 I 0101	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 1f		20.00	7.00	
CIVS	SP350 9300 I 0102	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 2f		20.00	9.50	
ELE	SP350 9300 I 0103	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 3f	50	20.00	7.50	
ENG	SP350 9300 I 0104	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 4f		20.00	8.00	
GEO	SP350 9300 I 0105	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 5f		20.00	7.00	
INSTR	SP350 9300 I 0106	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 6f		20.00	9.50	
MECH	SP350 9300 I 0107	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 52		10.00	7.50	
PIPING	SP350 9300 I 0108	0B	9300	I24	Instrumentation - Instrument Cable Block Diagram - 63		10.00	8.00	
PROC	SP350 9300 I 0109	0A	9300	I24	Instrumentation - Instrument Cable Block Diagram - 63		10.00	8.50	
SK									
STRUCT									
VD									
XYZ									

[INSTR] Total Project ManHours = Budget Hrs 1,540.00 Norm Hrs 997.00 COS Hrs 0.00

Change % Complete or Budget Hours Previous Project Next Project Recalculate All Project ManHours Manage COS Hours

Man Hours Logged for Drawing No: SP350 9300 I 0001 (2128)

Name	Date	Norm Hrs	COS Hrs	Rev
d.meyer	11-07-2008	1.00	0.00	-
h.fabio	12-09-2008	11.50	0.00	-
j.villalobos	17-10-2008	15.50	0.00	-
j.villalobos	20-02-2009	0.50	0.00	-

Total Dwg ManHours = Norm Hrs 28.50 COS Hrs 0.00

Record Will Be Changed

Man-Hours Entry Form

Project: **SP350** **TEMPEST MAURITANIA - UPGRADE**

Dwg No: **SP350 9300 I 0001 (2128)** Discipline: **INSTR**

Dwg Title: **Instrumentation - Instrument Index (Engineering)**

Name: **j.villalobos**

Date: **20-02-2009**

Normal Hours: **0.50** 0h 2h 4h 6h 8h

Revision: **-**

Comments:

% Complete: **75** [Currently = 75 % Complete] ☐ Update % Complete in Dwgs File?

Cancel Save

- **Drawing COS Hours** refers to 'Change Of Scope' hours, such as when the scope of the project has changed significantly that additional hours will be required to produce a certain number of drawings. DRPRO allows you to keep track of these COS Hours. There are two types of COS Hours (**new as from v2011**):
 1. **Internal COS Hours** – Due to design changes initiated by your own company.
 2. **External COS Hours** – Due to changes initiated by your client.

Furthermore, it also allows you to keep track of the approval of each COS Hours entry, together with a document reference for the approval.

COS Hours per Drawing

Project No: **DEMO-1** **Riverside Shopping Centre**

Drawings/Docs List:

ALL Drawings & Docs Filter By Building Filter By Category Display Floor Show Only Dwgs with COS Hours Show All Dwgs

Discipline	Dwg No	Rev	Building	Floor	Cat	Dwg Title	%	COS External	COS Internal	Tot COS Hrs
ADMIN	5001	C	B1		300	1:200 Foundation Layout	60		20.00	20.00
ARCH	5003	A	B3		500	1:200 Piling Layout & Tables	30	10.00		10.00
CIV	5004	B	B3		500	First Floor Layout, Sections & Details	20			
ELE	5005	B	B3		500	Second Floor Layout, Sections & Det	50			
GEO	5006	A	B3		500	Third Floor Layout, Sections & Detail	50			
MECH	5007	A	B3		500	Roof Layout, Sections & Details	100			
STRUCT	5008	-	B3		500	Roof Drainage Layout & Details	100			

SUM Total = 10.00 20.00 30.00

COS Hours for Drawing No: 5001

Name	Date	COS Ext	Apprv	COS Int	Apprv	Total COS Hrs	Comments
peter	10-03-2009			20.00	✓	20.00	Complete Redesign of A/C System

Total Project COS Hrs For Discipline: **STRUCT 30Hrs**

Print COS Hours Report

Previous Project Next Project

This Dwg's COS Hrs: **20Hrs**

Close

COS-Hours Entry Form

Project: **DEMO-1** **Riverside Shopping Centre**

Dwg No: **5003** Discipline: **STRUCT**

Dwg Title: **1:200 Piling Layout & Tables**

Name: **peter**

Date: **05-03-2009**

COS Hours [External]: **10.00** **EXTERNAL COS** ☒ Approved Reference Doc: **ABC-009**

COS Hours [Internal]: **0.00** **INTERNAL COS** ☐ Approved Reference Doc:

Comments: **Project Extended by 10 Gridlines East**

% Complete: **30** [Currently = 30 % Complete] ☒ Update % Complete in Dwgs File?

Cancel Save

- **View Revisions** is for the purpose of keeping track of revision text for any drawing, together with any other additional comments that go with the revision being done (like who's to blame for the change!) Please note that these additional comments are NOT included in the information sent to others when creating a DRPRO READER file.

Revisions Database

Revisions Database

Dwg No: **5003**
Title: **1:200 Piling Layout & Tables**

Rev	Author	Date	Revision Description	Additional Comments
A	John Doe	02-11-2009	North East Corner put on Hold. Awaiting revised Architect's la	As per Architect's Fax Ref No. 1234 of 30/10/2009
B	Luis De Almeida	05-11-2009	Gridlines extended to fit new layout	Client request

Navigation: << < > >> ? < >

Revision Text

North East Corner put on Hold. Awaiting revised Architect's layout

Additional Comments

As per Architect's Fax Ref No. 1234 of 30/10/2009

Previous Drawing
 Next Drawing
 Close

Changing a Revision Record

Revisions Entry Form

Project: **DEMO-1** Dwg No: **5003**

Rev: **A** Author: **john** Date: **02-11-2009**

Revision Text:

North East Corner put on hold.
Awaiting revised architects layout

Additional Comments:

As per Architect's fax Ref No. 1234 of 30/10/2009

Cancel
 Save

Issue Drawings is where you prepare and print the transmittal slips. First select the project number and then click on the '**Select Dwg's To Issue**' button to select the drawings to be issued from a separate list.

Issue Drawings

Project: **DEMO-1** **Riverside Shopping Centre**

Current Discipline: **Electrical** Issue Date: **24-11-2012** Issued By: **administrator** Issue Media: **Paper Print**

Drawings to be Issued **List of Recipients**

Issue To: **Willmington Steel**

Dup	Discipline	Dwg / Doc No	Rev	Size	No	Med	Pgs	Hyp	Drawing Title
	ELE	2001	04	A1	2	PP	1		First Floor Reticulation Layout
	ELE	2002	04	A0	2	PP	1		Ground Floor - Electrical Sleeves
	ELE	2003	A	A1	2	PP	3		A/C Plinth Layout - Phase 1
	STRUC	5001	06	A0	2	PP	1		1:200 Foundation Layout
	STRUC	5003	06	A0	2	PP	1		1:200 Piling Layout & Tables
	STRUC	5004	06	A0	2	PP	1		First Floor Layout, Sections & Details
	STRUC	5005	06	A0	2	PP	1		Second Floor Layout, Sections & Details
	STRUC	5006	06	A0	2	PP	1		Third Floor Layout, Sections & Details
	STRUC	5007	05	A0	2	PP	1		Roof Layout, Sections & Details
	STRUC	5008	A	A0	2	PP	1		Roof Drainage Layout & Details
	STRUC	5009	05	A0	2	PP	1		Site Plan

Company	No	Fax	Em	Att	CC	Pn	Method	Attn	Email
BROWN&SP	1						Collect	Doug Lester	dlest
GLPA	5						Deliver	Gerard Gunther	
NW&A	1						Deliver	Steven Albert	
WILLMING	2						Collect	Roland Vincent	

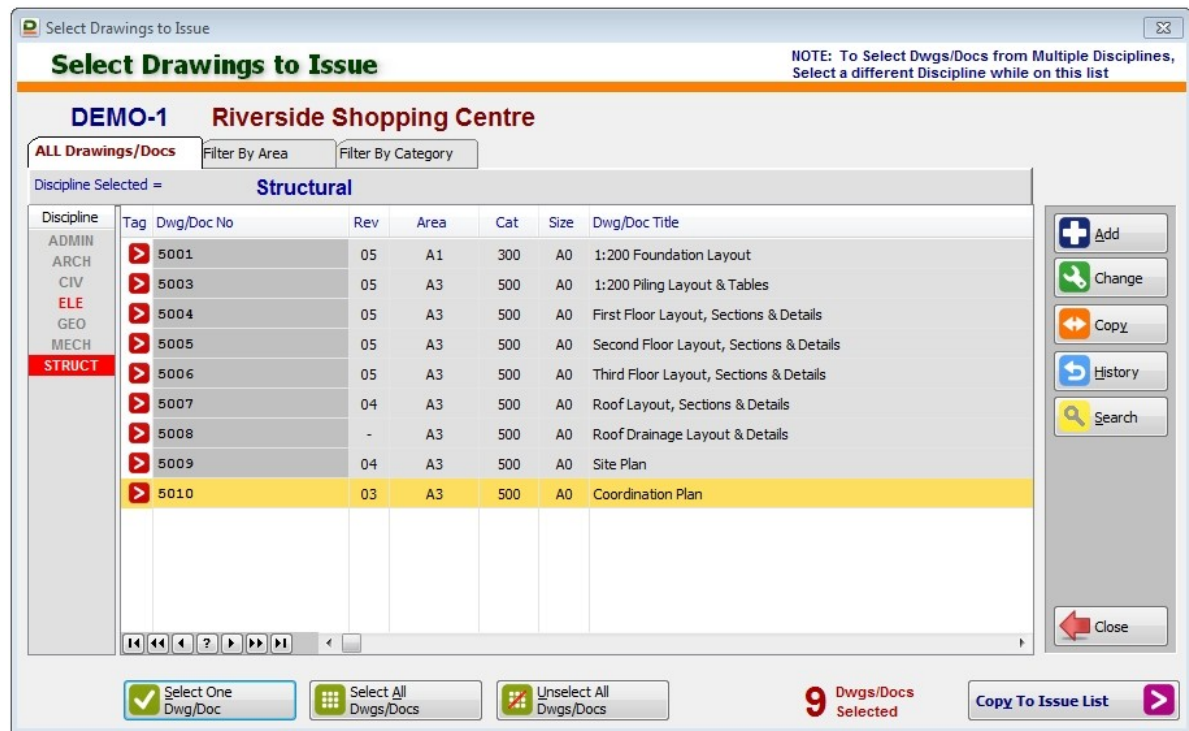
12 Drawings Listed 4 Recipients Listed

Buttons: Show / Hide Discipline Column, Select Dwg's To Issue, Set URL/FTP Hyperlinks, Update Revisions, Clear Lists, ABORT, Preview First, PROCEED, Select Recipients

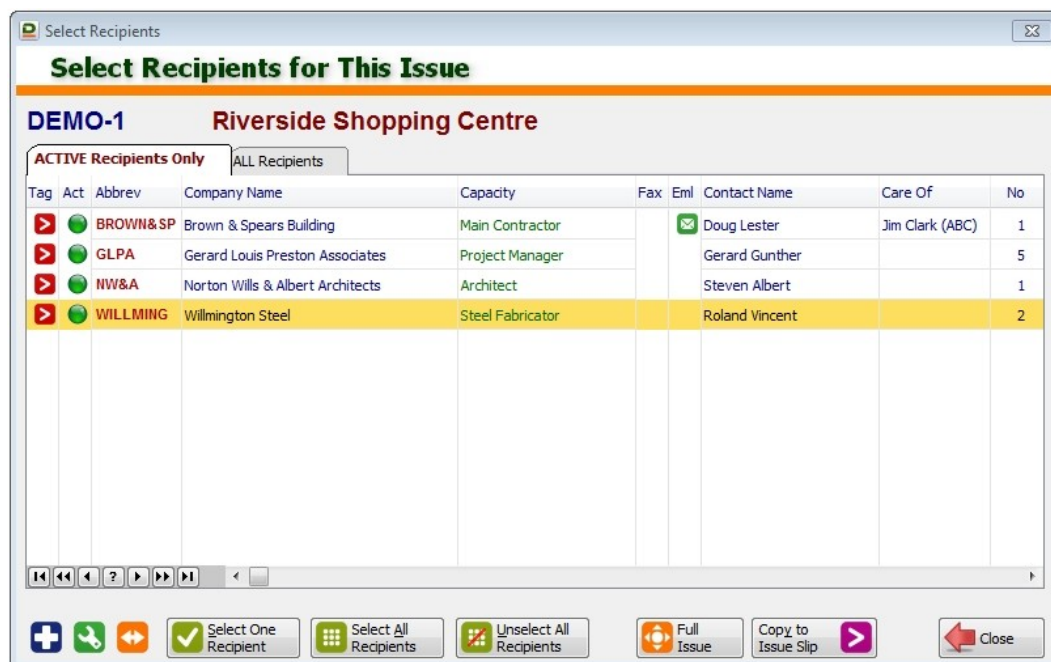
NOTE: The **red triangle** icon on the left column indicates that that specific drawing and revision has already been issued to the company name as shown on top of the list (or highlighted on the opposite list). Essentially it means that you are duplicating something that has already been done in the past.

However, please bear in mind that in the printed **Issue Registers**, DRPRO will always show the issue date of the first time this drawing and this revision was issued, not the date of the subsequent repeat issues.

You may select a batch of drawings by clicking on the 'Tag' column in the browse list, by using the space bar, or by highlighting the first drawing and then clicking '**Select One Dwg**' repetitively. When the whole list of drawings has been marked, click on '**Copy to Issue List**'. This returns you back to the Issue Drawings window.



Similarly for '**Select Recipients**'. If a full issue is required, (recipients pre-defined to be included in every issue), click on the 'Full Issue' button and they will all be automatically marked. You may then select more recipients or deselect those not required for this issue.



Once again, click on ' **Copy to Issue Slip**'. You may then go to each individual company name on the Issue Slip and modify the details for this issue only, such as attention names, issue methods, number of copies, issue remarks and additional notes.

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient | Remarks | Email Attachments | Email CC List

Company Name: **Brown & Spears Building**

For Attention: **Doug Lester**

Care Of: **Jim Clark (ABC)**

Issue Method: **Collect** No of Copies: **1**

☒ Skip Printing of Transmittal Slip ?
☐ Print Fax Confirmation Page ?
☒ Send Transmittal via Email ? ☐ Request Email Receipt ?

Email Address: **doug.lester@brownspears.com**

Additional Notes:
Herewith additional copies of drawings as requested by yourselves. These drawings have been previously issued.

List of Standard Notes

Use Same Note for ALL Recipients

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient | **Remarks** | Email Attachments | Email CC List

Company Name: **Brown & Spears Building**

Issue Remarks for this Recipient Only

☒ **For your Information**
☐ For your Records
☒ **For Checking and Approval**
☒ **For Planning purposes only**
☐ For Tender purposes only
☒ **For Coordination purposes**
☐ For Fabrication/Manufacturing
☐ For Construction
☐ For Squad Check
☐ Please return Check Copy

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient | Remarks | **Email Attachments** | Email CC List

Company Name: **Brown & Spears Building**

Email Attachments

File Name
C:\Drawings\Demo Drawing 5001.dwg

Use Same Attachments for ALL Recipients

Cancel Save

Changing a TmpNames Record

Change Recipient's Issue Details

Recipient | Remarks | Email Attachments | **Email CC List**

Company Name: **Brown & Spears Building**

Email CC Recipients List

CC Recipient	Company	Email Address
Gerard Gunther	GLPA	ggunther@glpa.co.uk
Roland Vincent	WILLMING	rvincent@willmington.co.uk

Cancel Save

You may also change some of the details relating to each individual drawing by double-clicking on it. In the Update Form you may then override some of the default parameters. Please note that these overrides are applicable to only the highlighted drawing and for the highlighted recipient on the other list.

Update Revision & Issue Overrides

Dwg No: **5004** As Issued To: **BROWN&SP**

Dwg Title: **First Floor Layout, Sections & Details**

Revision:
 Revision: **05** Select New Rev No. to be Issued

No Of Copies:
☒ **Override** **1**
☐ Apply to ALL Dwgs & ALL Recipients
☐ Apply to ALL Dwgs (This Recipient ONLY)
☐ Apply to ALL Recipients (This Dwg ONLY)

Media Type:
☒ **Override** **PP**
☐ Apply to ALL Dwgs & ALL Recipients
☐ Apply to ALL Dwgs (This Recipient ONLY)
☐ Apply to ALL Recipients (This Dwg ONLY)

No of Pages:
☒ **Override** **1** No of Pages per Document
 This Override is automatically applied to ALL Recipients
☐ Also Update No Of Pages In Dwg List to Number Above

Media Size:
☒ **Override** **A0**
☐ Apply to ALL Dwgs & ALL Recipients
☐ Apply to ALL Dwgs (This Recipient ONLY)
☐ Apply to ALL Recipients (This Dwg ONLY)

IMPORTANT NOTE: Overrides are applied to this one drawing & one recipient only, unless specifically ticked ON in the 'Apply to' check-boxes.

Cancel **Save**

To change the revision numbers of each drawing, there is a faster way: Click on the red button labelled “**R+1**” and all revisions listed will be increased by a factor of 1, either from 1 to 2 or from A to B, depending on the revision system specified for the project. The “**R=**” button will make all revisions the same (you define what it is), and the “**R-1**” button will obviously go back one revision number or letter, but it's only active after you've pressed the ‘**R+1**’ button.

Issue Drawings

Project: **DEMO-1** **Riverside Shopping Centre**

Current Discipline: **Structural**

R-1 **R+1** **R=** Issue Date: **24-11-2012**

Drawings to be Issued

Issue To: **Brown & Spears Building**

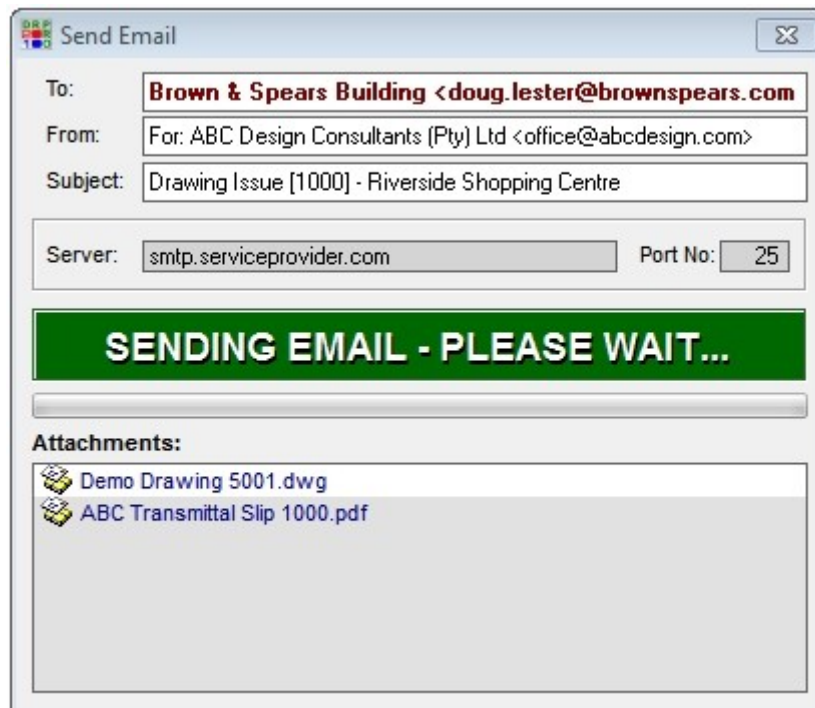
Dup	Discipline	Dwg / Doc No	Rev	Size	No	Med	Pgs	Hyp	Drawing Title
!	STRUCT	5001	05	A0	1	PP	1		1:200 Foundation Layout
!	STRUCT	5003	05	A0	1	PP	1		1:200 Piling Layout & Tables
!	STRUCT	5004	05	A0	1	PP	1		First Floor Layout, Sections & Details
!	STRUCT	5005	05	A0	1	PP	1		Second Floor Layout, Sections & Details
!	STRUCT	5006	05	A0	1	PP	1		Third Floor Layout, Sections & Details
!	STRUCT	5007	04	A0	1	PP	1		Roof Layout, Sections & Details
	STRUCT	5008	-	A0	1	PP	1		Roof Drainage Layout & Details

Company: **BROWN&SP**, **GLPA**, **NW&A**, **WILLMING**

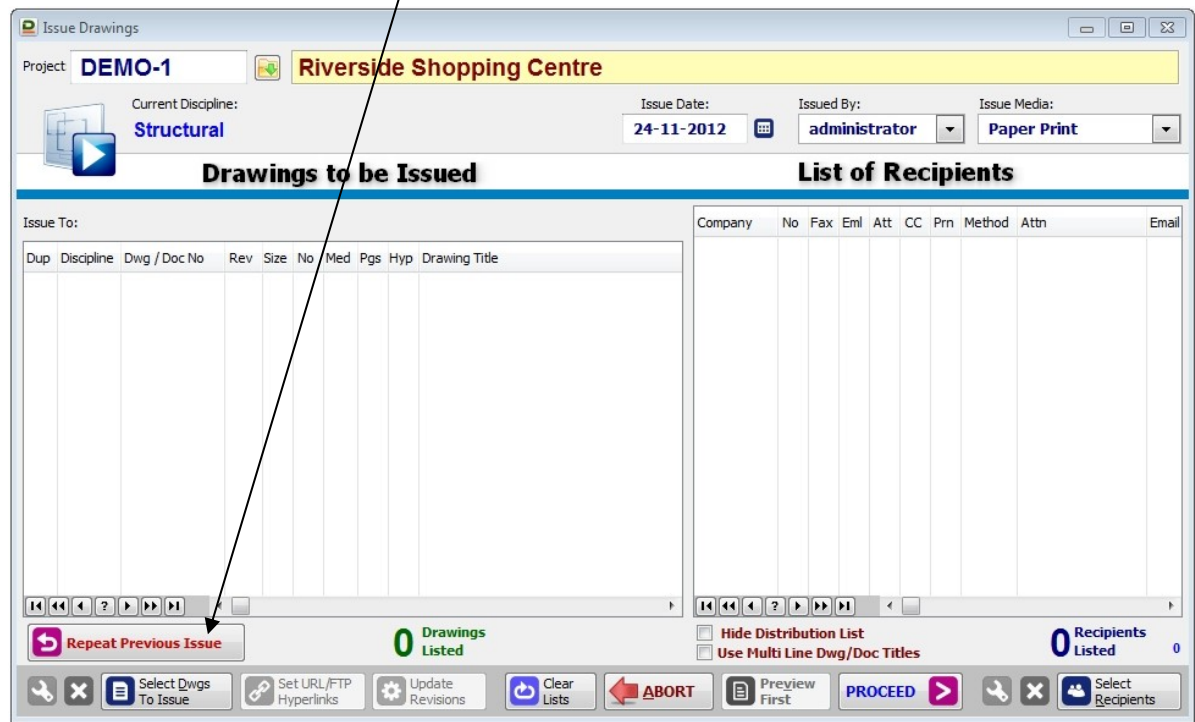
Before you '**Proceed**' to the final stage of recording your issue in the database and printing out the transmittal slips and emailing them you can preview what is being issued before committing to the database. Click on the "**Preview First**" button, at the bottom of the Issue Window. The '**Clear Lists**' button will clear the issue window and reset everything back to 'zero' for the start of a new issue. No need to exit the issue window and get back in again as in previous versions:



- **Please note:** Once you click the '**PROCEED**' button, DRPRO will start recording everything in its database, send out emails (if applicable), print out all transmittal slips and update the revision numbers in the drawing list to the new ones just issued. After this there is no going back to change the issue details. The only way around it is to cancel the issue slips individually (See List of All Transmittals) and re-issue again.



Another useful feature of DRPRO when re-issuing drawings is the ability to re-select the previous transmittal slip, change which side is different for the new issue (Drawings or recipients) and re-issue it again without having to re-select everything all over again. To access this feature, click this button before clicking on 'Select Drawings' or 'Select Recipients':



Once you've completed an issue and press the '**Clear Lists**' button, the '**Repeat Previous Issue**' will become available again at the start of a new issue, in case you need to repeat the previous issue but to a different set of companies (or vice-versa, a different set of drawings to exactly the same group of companies).

- **List of All Transmittals** displays all the transmittals produced up to date, with the option to view and reprint. Please note that only the issue slips relevant to the current discipline are displayed. You can filter the list by project:

Transmittal Slips File

List of All Transmittals Processed up to Now

Discipline: **ALL DISCIPLINES**

Serial No Order | By Project No | By Project & Recipient

Ret	C	Serial No	Project No	Project Name	Issue Date	Time	Eml	Recipient	Attention	Issued By	Discipline	Proj Slip No	Recip Slip No
		1	DEMO-1	Riverside Shopping Centre	01-06-2005	23:48		BROWN&SF Doug Lester		Luis De Almeida	ELE	1	1
		2	DEMO-1	Riverside Shopping Centre	01-06-2005	23:48		WILLMING Roland Visser		Luis De Almeida	ELE	2	1
		3	DEMO-1	Riverside Shopping Centre	01-06-2005	23:48		NW&A Steve Steinberg		Luis De Almeida	ELE	3	1
		4	DEMO-1	Riverside Shopping Centre	08-06-2005	00:00		BROWN&SF Doug Lester		Administrator	STRUCT	4	2
		5	DEMO-1	Riverside Shopping Centre	09-06-2005	00:06		BROWN&SF Doug Lester		Administrator	STRUCT	5	3
		6	DEMO-1	Riverside Shopping Centre	10-06-2005	00:37		BROWN&SF Doug Lester		Administrator	STRUCT	6	4
		7	DEMO-1	Riverside Shopping Centre	12-06-2005	00:46		BROWN&SF Doug Lester		Administrator	STRUCT	7	5
		8	DEMO-1	Riverside Shopping Centre	13-06-2005	00:49		BROWN&SF Doug Lester		Administrator	STRUCT	8	6
		9	DEMO-1	Riverside Shopping Centre	14-06-2005	00:53		BROWN&SF Doug Lester		Administrator	STRUCT	9	7
		10	DEMO-1	Riverside Shopping Centre	15-06-2005	00:58		BROWN&SF Doug Lester		Administrator	STRUCT	10	8
		11	DEMO-1	Riverside Shopping Centre	16-06-2005	00:59		BROWN&SF Doug Lester		Administrator	STRUCT	11	9

Use Multi Line Dwg/Doc Titles in Transmittal Slip Reprint | Hide Distribution List if Reprinting or Emailing [Recommended for Tender Purposes]

Transmittal Slip Returned | Cancel / Uncancel Transmittal Slip | View / Reprint Transmittal | Print Fax Confirmation | Create PDF Transmittal & Send Via Email | View Contents of Transmittal Slip | Search Filter | Close

This list displays ALL Transmittal Slips issued for ALL Disciplines together in one list. Clicking on the '**By Project No.**' tab or the '**By Project & Recipient**' tab you can filter the list to display only those transmittal slips issued for the selected project or for the selected recipient within a project.

If a mistaken issue has been made, you can cancel it by clicking the '**Cancel Transmittal Slip**' button. The whole line will switch to **Red** and a red X icon will show on the left column. DRPRO will not remove the issue slip from the database, but it will tag it as cancelled and it will not include it in the printed reports.

Should you have cancelled the wrong transmittal slip by mistake, you can click on the '**Cancel/Uncancel Transmittal Slip**' button to re-instate it again as a valid transmittal slip.

Transmittal Slip Contents: While on the “List of All Transmittals”, clicking the button “Issue Slip Contents” will display all the relevant details of what was included in that one transmittal slip, allowing you to navigate to the “Next” and “Previous” transmittal slips at the click of a button.

Transmittal Slip Contents

Serial No: **4** Project No: **DEMO-1** **Riverside Shopping Centre**
 Date: **08-06-2005** Recipient: **BROWN&SP** **Brown & Spears Building**
 Discipline: **STRUCT** Attention: **Doug Lester** Issue Method: **Collect**

C	Discipline	Dwg No	Rev	No	Type	Pgs	Size	Dwg Title
	STRUCT	5001	C	3	PP	1	A0	1:200 Foundation Layout
	STRUCT	5003	A	3	PP	1	A0	1:200 Piling Layout & Tables
	STRUCT	5004	B	3	PP	1	A0	First Floor Layout, Sections & Details
	STRUCT	5005	B	3	PP	1	A0	Second Floor Layout, Sections & Details
	STRUCT	5006	A	3	PP	1	A0	Third Floor Layout, Sections & Details
	STRUCT	5007	A	3	PP	1	A0	Roof Layout, Sections & Details
	STRUCT	5009	B	3	PP	1	A0	Site Plan

Issue Remarks: **7 Dwg/Docs Listed Above**

☒ For your Information ☒ For Coordination purposes
☐ For your Records ☐ For Fabrication/Manufacturing
☒ For Checking and Approval ☐ For Construction
☒ For Planning purposes only ☐ For Squad Check
☐ For Tender purposes only ☐ Please return Check Copy

Additional Notes:
 Herewith your shop detail drawings checked and returned. All drawings are approved except where comments are shown.

Previous Transmittal Next Transmittal Close

Alternatively, if you want to view the full graphical layout of the transmittal slip and then print it again, then click on the “View & Reprint” button, select which printer you will use for this purpose (you may just view it and skip the printing part as well). An example is shown in the next page.



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Contact Names displays a list of names of all the people involved in all the projects on record, sorted by name or by project and recipient. From this list you can dial the contact's telephone, fax or cell number directly if your computer is properly connected to a modem and a telephone or fax is also connected. Refer to the experts on how to connect these items. You may also send an email by clicking on the email address at the bottom of the screen (if available).

Contacts Database

Contact Names

By Project & Name | By Company - For ONE Project | By Company - For ALL Projects | By Name - For ALL Projects | By Entry Order [No Sorting]

Name	Designation	Abbrev	Company Name	Project No	Project Name	Email	Cell
Doug Lester	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	dlester@brownspears.com	082
John Barry	Contracts Manager	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	jbarry@brownspears.com	082
Nick Crossman	Site Engineer	BROWN&SP	Brown & Spears Building	DEMO-1	Riverside Shopping Centre	ncrossman@brownspears.co	082
Gerard Gunther	Project Manager	GLPA	Gerard Louis Preston Associates	DEMO-1	Riverside Shopping Centre	ggunther@glpa.co.uk	083
Steven Albert	Chief Architect	NW&A	Norton Wills & Albert Architects	DEMO-1	Riverside Shopping Centre		081
Roland Vincent	Steel Fabricator	WILLMING	Wilmington Steel	DEMO-1	Riverside Shopping Centre	rvisser@willmington.co.uk	082
Doug Lester		BROWN&SP	Brown & Spears Building	DEMO-2	Linkridge Warehouse Complex	dlester@brownspears.com	

Navigation: [Back] [Forward] [Home] [Search] [Print] [Refresh] [Close]

Telephone No: 016 123-6789 | Cell No: 082 987-5544

Email: dlester@brownspears.com | Search Filter | Close

The **Printed Reports Menu** gives you the option of choosing from various different reports. Each one of these will prompt you for additional information to fine-tune your request.

Printed Reports Menu

Discipline

- ADMIN
- ARCH
- CIV
- ELE
- GEO
- MECH
- STRUCT**

Drawing Registers
Showing only basic information

- 1 Drawing Register [Plain] Mainly for Internal Use
- 2 Drawing Register [Plain] Showing Vendors
- 3 Drawing Register [Plain] Showing Resources
- 4 Drawing Register [Plain] Showing Comments
- 5 Drawing Register [Plain] Showing Squad Check Dates
- 6 Drawing Register [Plain] Showing Dwg/Doc Status

Issue Registers
Showing Issue Dates in varying detail

- 1 Issue Register - ALL Revs Showing All Drawings
- 2 Issue Register - NEW Revs Issued Between 2 Dates
- 3 Issue Register - Latest Revs Showing All Drawings
- 4 Issue Register - Latest Revs Showing Reason for Issue
- 5 Register of Dwgs Received & Issued Again - Latest Revs

Other Registers
Other Types of Printed Reports

- 1 Projects Register
- 2 Recipients Register
- 3 Drawings Received Only
- 4 Telephone / Fax Directory Company Details Only
- 5 Telephone / Fax Directory All Contact Names

ManHours Registers
'Supervisor' Level required for access

M Display ManHours Reports Menu

Current Project: **DEMO-1**
Riverside Shopping Centre

Current DRPRO Default Printer:
PrimoPDF

Change Default Printer for this session only

CLOSE

ManHours Reports

Discipline

- ADMIN
- ARCH
- CIV
- ELE
- GEO
- MECH
- STRUCT**

☐ Skip ManHours Recalculation

☐ Print All Disciplines At Once

☐ Set Date Range for Man Hours

From Date:

To Date:

Clear Dates

Current DRPRO Default Printer:
PrimoPDF

Change Default Printer for this session only

- 1 ManHours Detailed Report By Dwg [Plain]
- 2 ManHours Detailed Report By Dwg [+ Resources]
- 3 ManHours Detailed Report By Dwg [+ Dates]
- 4 ManHours Summary Report Grouped By Portion/Area
- 5 ManHours Summary Report Grouped By SubPortion
- 6 ManHours Detailed Report COS Hours Only

Current Project : **DEMO-1**
Riverside Shopping Centre

CLOSE

- **Drawing Registers:**
 1. **Drawing Register [Plain]** - Printed Drawing List showing some basic information about each drawing. Does not show concrete issue dates. For that purpose rather use one of the "Issue Registers" as described below.
 2. **Plain Drawing Register Showing Vendors** – Printed Drawing List that also shows the vendor's name next to each drawing.
 3. **Plain Drawing Register Showing Resources** – Printed Drawing List together with the names of the people doing the drawings.
 4. **Plain Drawing Register Showing Comments** – Printed Drawing List showing a one line comment about each drawing. This comment is the first few words of what you enter in the 'Comments' tab of the 'Drawing Entry Form'.
 5. **Plain Drawing Register With Squad Check Dates** – Printed Drawing List showing squad check dates as entered for each drawing in the Entry Form.
 6. **Plain Drawing Register Showing Dwg/Doc Status** – Printed Drawing List showing the Drawing / Document Status for each drawing recorded.
- **Issue Registers:**
 1. **ALL Revisions** – This printed register will print the issue date of every revision of every drawing on record (subject to the filters selected). It prints one set of pages for each recipient selected to be included in the report.
 2. **NEW Revisions** – Similar to the ALL Revisions above, but with one difference: It will include only the drawings actually issued between the two selected dates (from & to).
 3. **LATEST Revisions** – This printed register is probably the most useful of the batch. It's a more condensed report, showing the company names (recipients) on the top of each column and the issue date of the "latest" revision only. If you spot any empty cells in this report, then it's because that recipient did not get the latest revision of that drawing. They may have received the previous revision, but not the very latest!
 4. **LATEST Revisions - Showing Reason for Issue** – Identical to the register above, except that it will print issue dates for one recipient on each set of pages, and will also show a series of coloured icons and numbered columns indicating the reason for issue, the issue method and if an email was sent.
 5. **LATEST Revisions - Register of Drawings Received and Re-Issued Again** – Use this register to show when a drawing has been received as well as the subsequent issue dates of the same drawing.
- **Other Registers:**
 1. **Projects Register** – Prints a list of all projects on file, either in numerical order (by project number) or alphabetical order (by project name)
 2. **Recipients Register** – Prints a list of all recipients for the selected project, including some basic information about each recipient.
 3. **Drawings Received** – Prints a list of drawings received for one project and one recipient as selected by the user.
 4. **Tel/Fax Directory – Company Details Only** – Single line list of all recipients for one project, at company level that could be used as a telephone/fax directory.
 5. **Tel/Fax Directory – All Contact Names** - Single line list of all individual names within each of the recipient companies for one project, that could be also be used as a telephone/fax directory.

- **ManHours Registers:**

1. **ManHours Detailed Report by Drawing [Plain]** - This report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing.
2. **ManHours Detailed Report by Drawing [+ Resources]** – This report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing. It will also show the resources allocated to each drawing.
3. **ManHours Detailed Report by Drawing [+ Dates]** – Similar to the above report, this report will print a calculated page (or pages) showing how each drawing is performing regarding the number of budgeted hours allocated to it vs. the actual number of hours spent on each drawing. It will also show certain key milestone dates for each drawing.
4. **ManHours Summary Report Grouped by Portion** – Similar to the detailed report above, but with all the drawings for each 'Portion' (or 'Area') of the project condensed in one line.
5. **ManHours Summary Report Grouped by Sub-Portion** - Similar to the Grouped by Portion report above, but with all the drawings for each 'Sub-Portion' (or 'Sub-Area') of the project condensed in one line.
6. **ManHours Detailed Report –COS Hours Only** – This report will show only the COS (Change Of Scope) Hours for each of the drawings listed.

Before each report is printed, you may select the target printer by clicking on the button labelled "Change Default Printer for this session only". That printer selection will stay active until you restart DRPRO again, at which time it will revert to the default printer allocated to DRPRO.

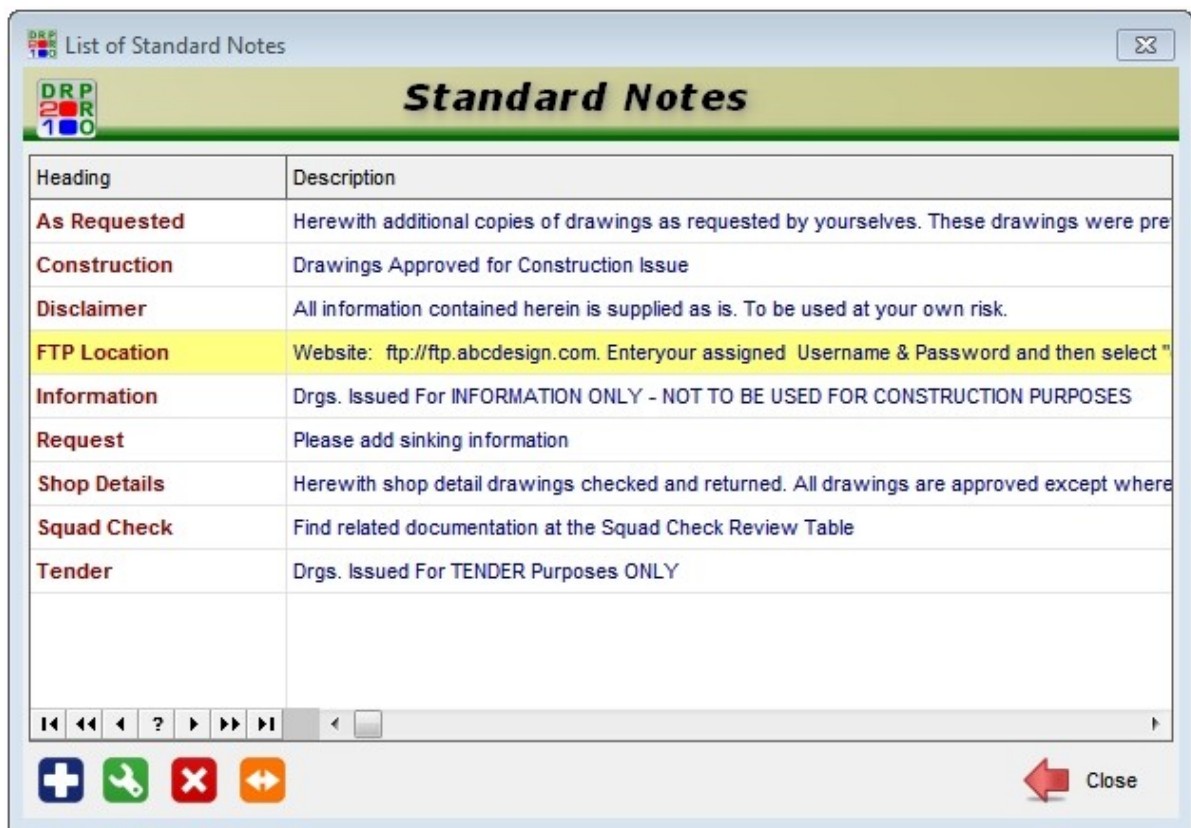
As you start each report, DRPRO will prompt you with additional screens where you can select or set some of the following items:

- Select if Hidden Drawings are to be included in the report or not
- Select 'Single Line Report' or 'Double Line Report showing Reference Drawing Numbers' (or 'Double Line Report showing Transmittal Slip numbers in the case of the Issue Registers))
- Select Project Number
- Select Portion (or Area)
- Select Sub-Portion (or Sub-Area) if applicable.
- Select Drawing Category
- Select which Recipients to include in the report
- Select Page Orientation (Landscape or Portrait)
- Select which Drawing Numbers to print (yours or the client's numbers)
- Select Preview, Print Now or Cancel printing

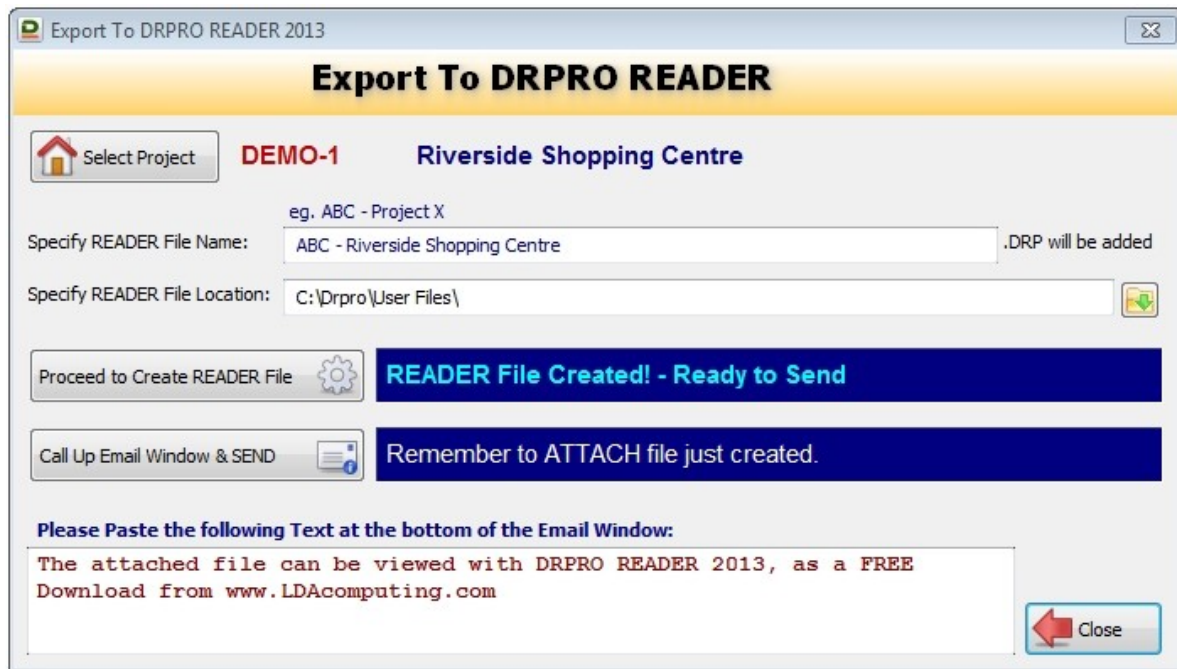
IMPORTANT NOTE ON PRINTED REPORTS: DRPRO will print each report for one discipline only, the one displayed on the toolbar at the top of the screen. For additional disciplines, you'll need to repeat the same report for each after re-selecting it from the discipline list on the

left of the Printed Reports Menu, or alternatively from the big '**Select Discipline**' list on the left of the window or from the button on the top toolbar.

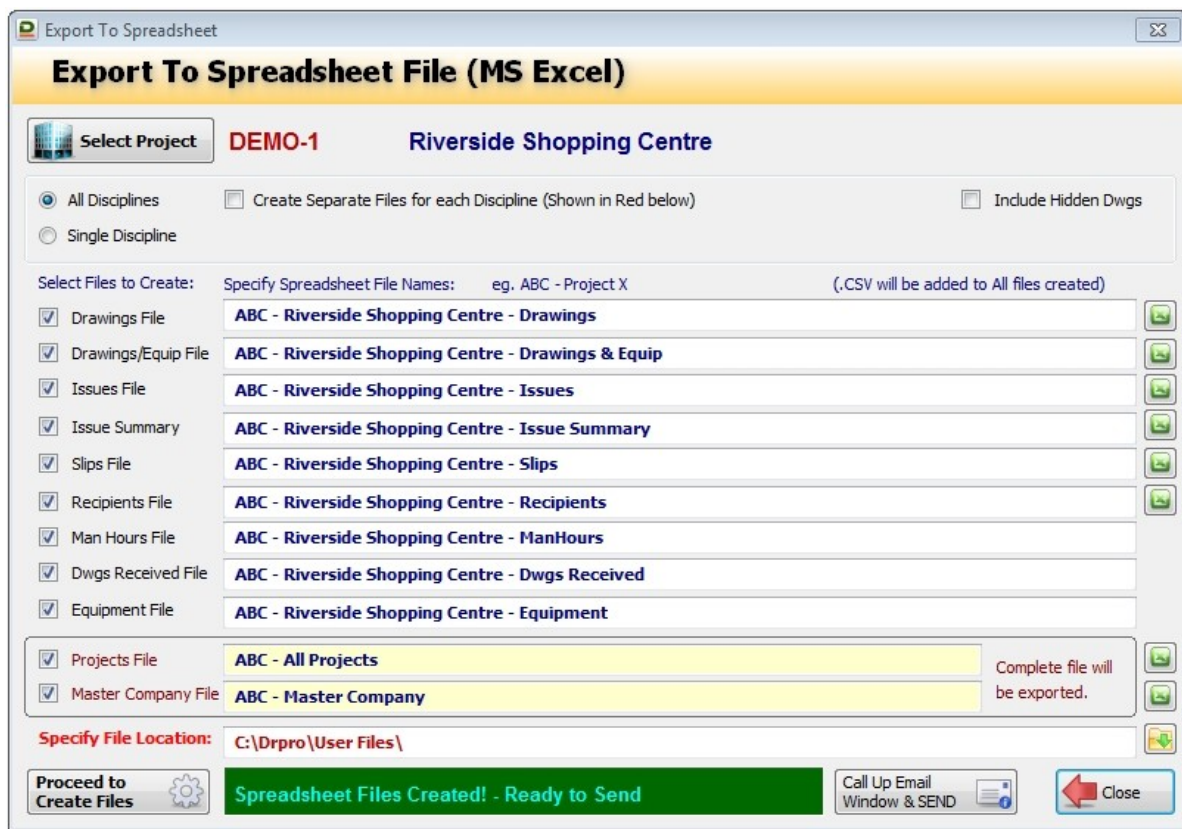
Standard Notes is a list of notes that you would normally add at the end of a transmittal slip. The purpose of this list is to keep a record of those notes most often used, so you don't have to retype them every time an issue is done. These notes would be added to each individual recipient when doing an issue.



- **Export to Reader** allows you to create a file containing a complete set of drawing and issue information for one selected project. This file is then sent via email, ftp, disk, CD or any other electronic method to the other parties involved in the same project for their perusal. From their side, all they need to view the information contained in the file is DRPRO READER, a companion program to DRPRO, available for FREE from our web site at www.ldacomputing.com



- **Export to MS Excel** allows you to create text files that are compatible with spreadsheet programs such as MS Excel™ or OpenOffice. Once in CSV format, these files can be re-sorted and manipulated by the end user at their discretion.



Once the files have been created, an 'MS Excel' icon will appear on the right of each file name. Click that button to open the file just created. If MS Excel is installed in your computer, it will automatically start and open the CSV file at the same time. Alternatively, you could also use other spreadsheet applications such as "Open Office" to open these CSV files.

- **Drawings Received** is a database of drawings received from any of the recipients listed in your Recipients database. The drawing information only needs to be entered once. Thereafter, only the revision information has to be entered for every new revision received for each drawing. A printout of this list is also available.

List of Drawings Received

Project No: **DEMO-1** **Riverside Shopping Centre**

Source: **WILLMING** **Wilmington Steel**

Database of Drawings Received

Discipline	Dwg No	Rev	Building	Dwg Title	Fmt	Open	Size	Scale
ARCH	W-0967-B1-001	A	B1	Building 1 - Marking Plan			A0	1:100
CIV	W-0967-B1-002	A	B1	Building 1 - Roof Truss Layout			A0	1:100
ELE	W-0967-B1-003	A	B1	Building 1 - Trusses T1 to T4			A0	1:100
GEO								
MECH								
STRUCT								

Revisions Received

W-0967-B1-001

Rev	Rev Date	Recv Date	Media	Slip No
A	02-03-2009	02-03-2009	PDF	123

Screen Refresh | Copy this Dwg to Main Dwg List | Mark Revision as Latest

Previous Recipient | Next Recipient | Print List of Dwgs Received Only | Print List of Dwgs Received & Re-Issued | Close

Each drawing received needs to be entered once only on the left list and the first revision received on the right. Thereafter, if the same drawing is received again, but with a new revision, then only the new revision needs to be added to the list on the right side and at the same time click the button '**Mark Revision as Latest**'. You need to do this step, because DRPRO does not know if the latest revision available for that drawing, due to the many different Revision Systems in use out there, which may not be the same as the one you are using for this specific project.

Record Will Be Changed

Drawings Received Entry Form

(Our) Project No: **DEMO-1** **Riverside Shopping Centre**

Received From: **WILLMING** **Willmington Steel**

Source Project No: **W-0967** (Their Project Number)

Discipline: **STRUCT** **Structural**

Category: **500** **Structural Steel**

Building: **B1** **Building 1**

Floor:

Drawing No: **W-0967-B1-003**

Drawing Title: **Building 1 - Trusses T1 to T4**

Drawing Date: **02-03-2009**

Drawing Size: **A0**

Drawing Scale: **1:100**

File Location: **\\Server01\Drawings\Demo-1\Shop Details\W-0967-B1-003.pdf**

Record Will Be Changed

Revisions Entry Form

W-0967-B1-003

Rev:	Revision Date:	Received Date:	Media Type:
A	02-03-2009	02-03-2009	Adobe PDF
Size:	Issue Slip No:	No of Copies:	How Received:
A0	123	1	E-Mail

☒ **Mark this Revision as Latest**

IMPORTANT NOTE: The List of Drawings Received has a different record structure to the list where you keep your own list of drawings, therefore you cannot issue out of this list. If you need to re-issue a drawing received, then click on the button '**Copy this Dwg to Main Dwg List**' and a new window will appear asking you some more detail before saving it in your own list of drawings. We suggest placing these drawings under a different 'Category' and also give each drawing a specific prefix for ease of identification. By default, DRPRO will prompt you with the same prefix as the recipient company you received these drawings from.

Copy Drawing Received

Copy Drawing Received to Main Drawing List

Originator: **NW&A** **Norton Wills & Albert Architects**

Project No: **DEMO-1** **Riverside Shopping Centre**

Optional Prefix: + Dwg No:

New Dwg No: **NW&A-2009-1-ABC-001**

Dwg Title: **Typical Floor Plan**

Revision: **C**

Portion Code: **A1**

Size: **A0**

Scale: **1:100**

Doc Date: **5/11/2009**

Drawn By: **NW&A**

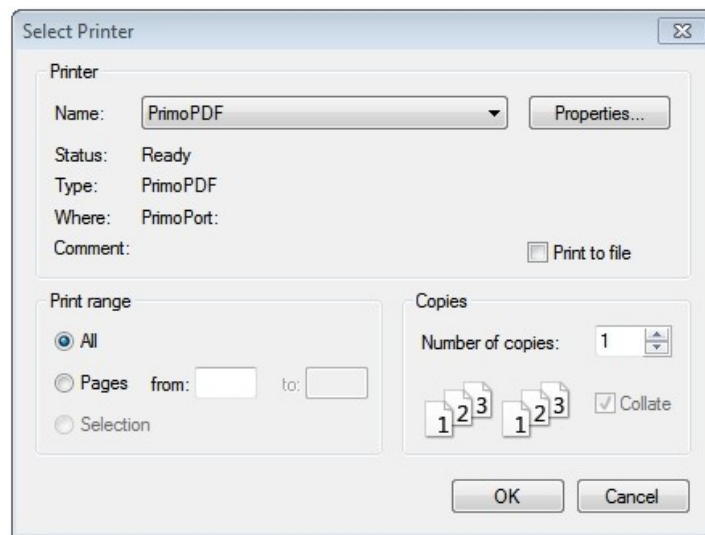
Discipline: **ARCH** **Architectural**

Category: **1** **Floor Plans**

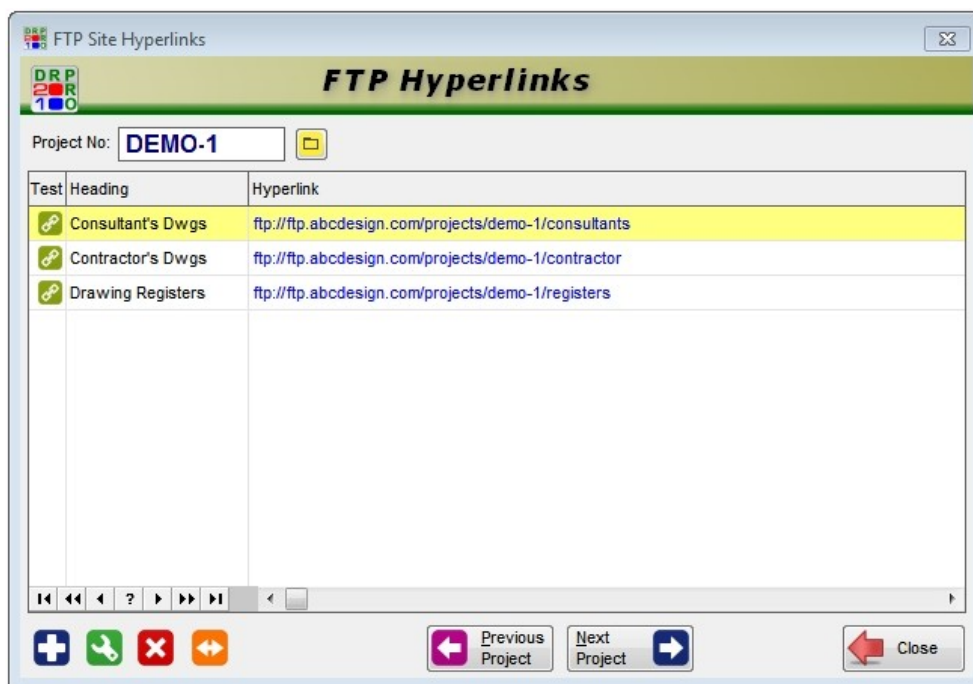
No Of Pages: **1** Sheet No: **1** Of: **1**

Cancel **Confirm Copy**

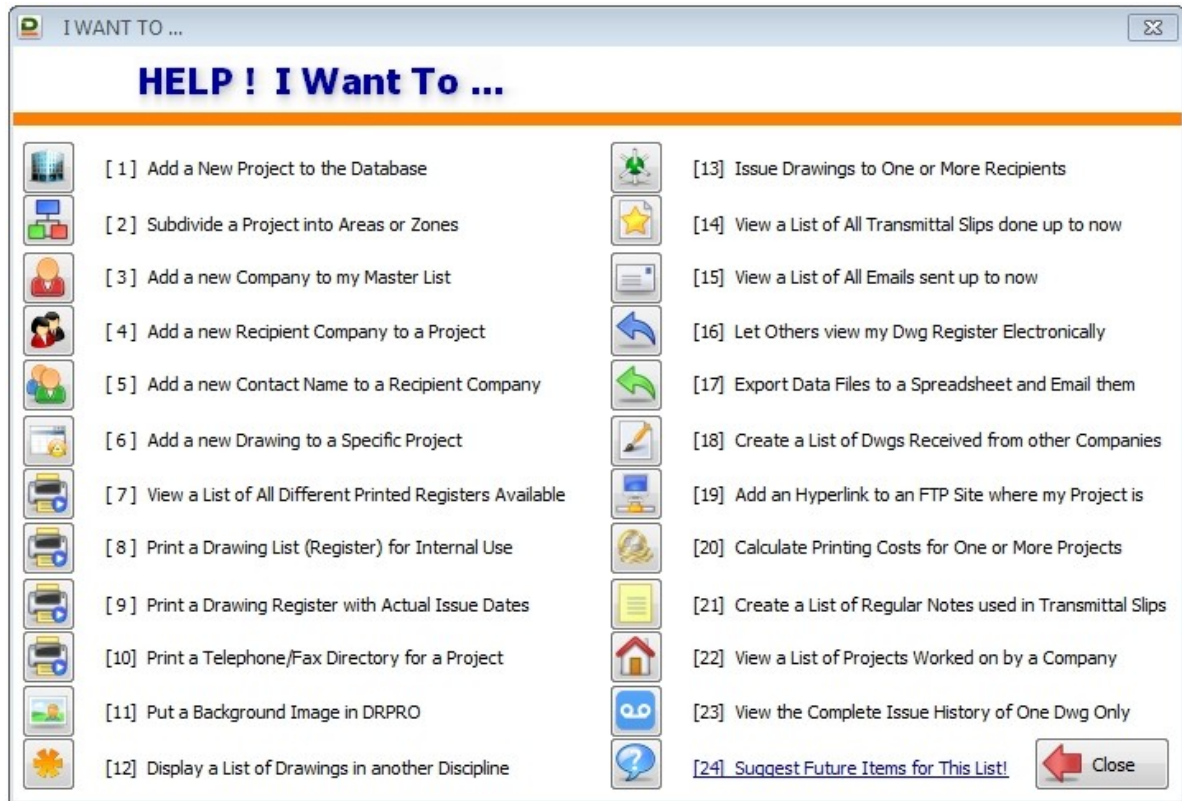
- **Select Printer** allows you to obviously select which printer to be used. The "Printer" icon on the toolbar at the top of the screen will set which printer will be used as the default printer just for DRPRO only, regardless of which printer is used as the default Windows Printer. Obviously they can both be the same. Under the Reports Menu, you can select an alternative printer just for this DRRO session only. When restarting, DRPRO will revert back to the printer as originally setup on the top printer icon.



- **FTP Hyperlinks** is a user defined list of links to FTP sites where you upload your drawings to. Each hyperlink should ideally be copied and pasted here to maintain accuracy. The 'Test' icon is for the purpose of checking the validity of each hyperlink.



As of version 4, there is a new feature in DRPRO called '**I Want To...**' to guide you to the correct window in the program, depending on what you want to do. The screenshot below shows the current contents, which no doubt will be expanded in the future. To access any of the items listed, click on the button on the left side:



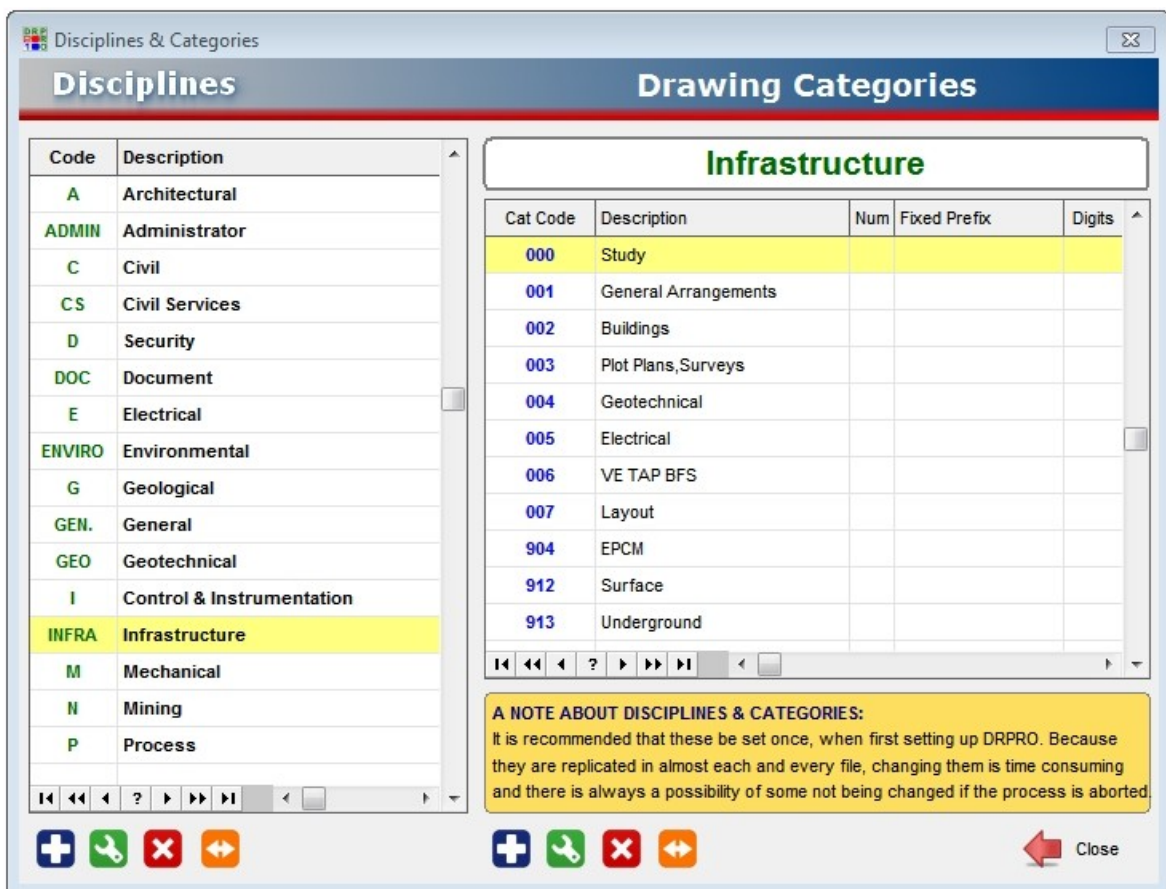
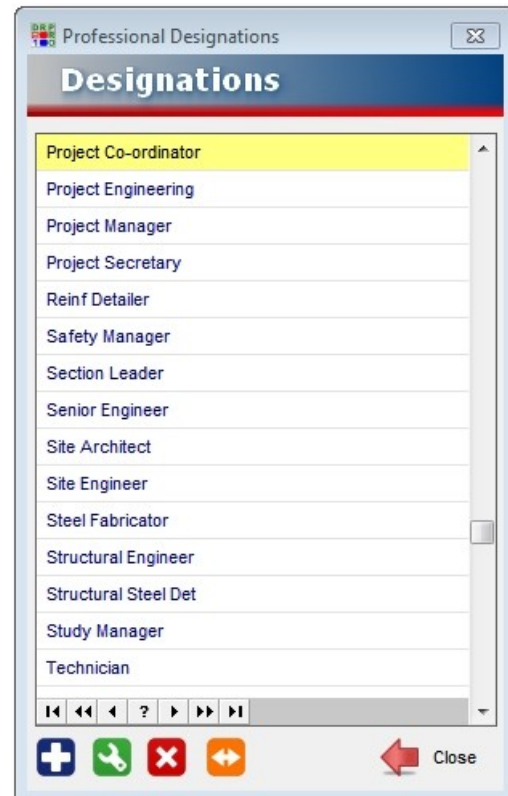
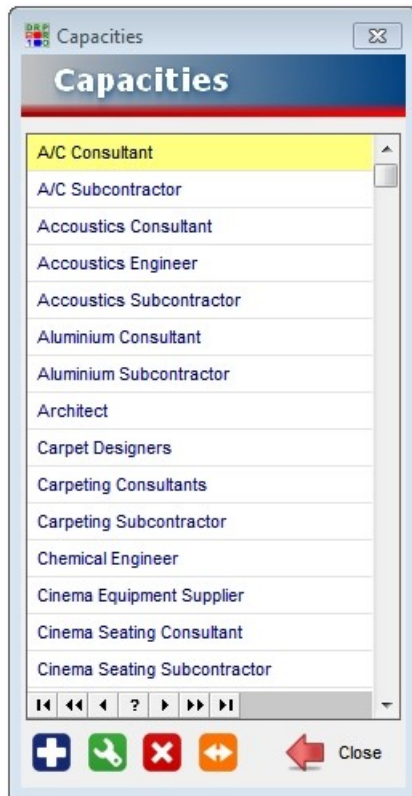
ADMINISTRATOR'S MENU:

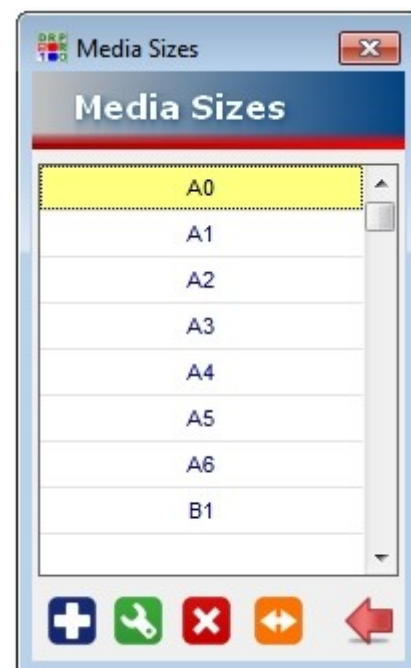
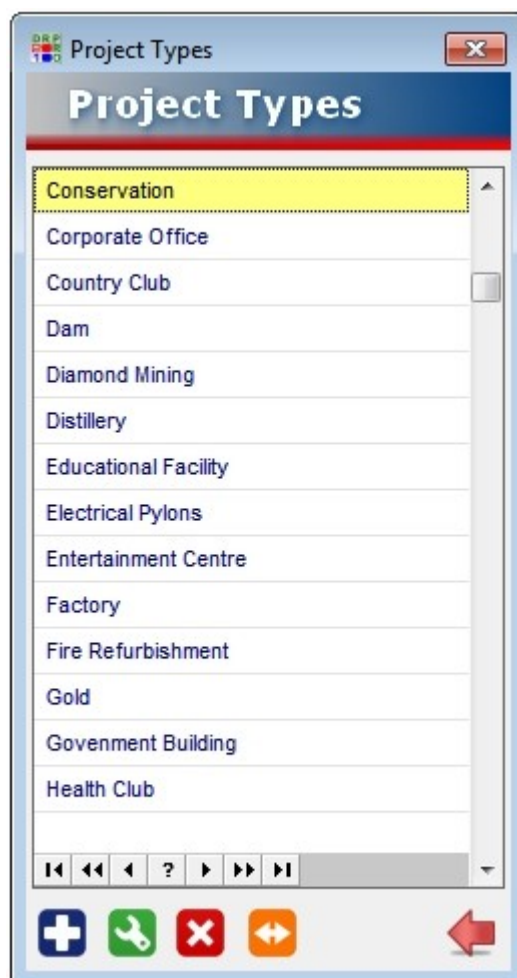
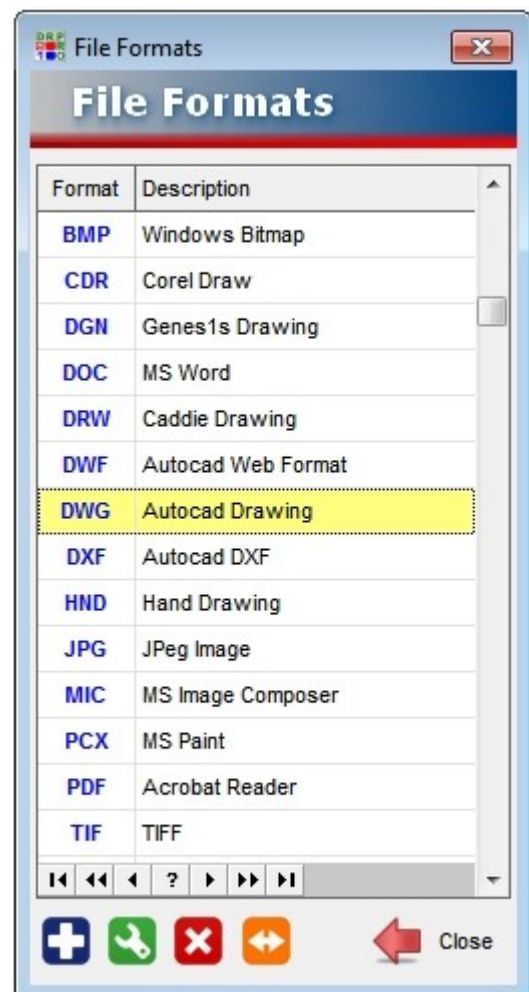
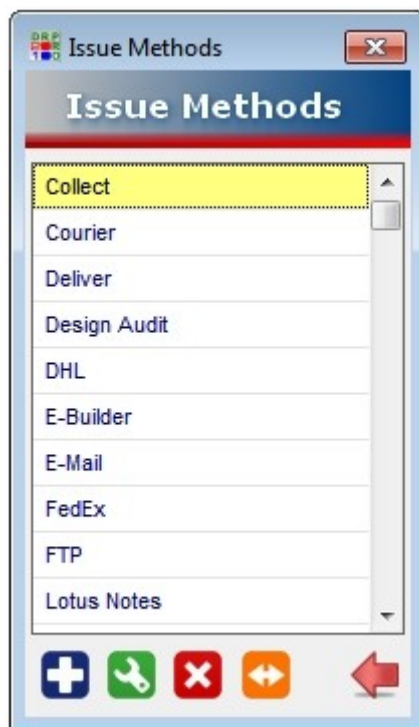
The **Administrator's Menu** is divided into various utilities:

- | | |
|-----------------------------|---|
| 1. Capacities | 9. Revision Systems |
| 2. Disciplines & Categories | 10. Scales |
| 3. Designations | P. Printing Costs |
| 4. File Formats | U. Users List |
| 5. Issue Methods | G. Global Defaults |
| 6. Media Sizes | T. Transmittal Slip Templates |
| 7. Media Types & Costs | L. Licence Manager |
| 8. Project Types | A. User Activity Log File |
| | R. Printed Report Headings (new in v2011) |



The following pages will show a screenshot of each of these Menu options. Most are self-explanatory, and others have additional explanations about them.





Media Types & Costs

Media Types

Hide	Type	Description
	CC	Colour Copy
	CD	CD Rom
	CIB	Cibachrome
	DSK	Diskette
	DZ	Diazo
	EM	E-Mail
	FTP	FTP
	LOT	Lotus Notes
	NET	Internet
	PDF	PDF
	PH	Photocopy
	PLF	Plastic Film
	PLP	Plastic Plot
	PP	Paper Print
	PPL	Paper Plot
	PRF	A4 File

Media Costs & Charge Rates

Paper Print

Sort By Size | Sort By Date

Size	From Date	My Cost	Charge Rate1	Charge Rate2
A1	01-01-2003	0.000	8.320	7.500
A2	01-01-2003	0.000	4.100	3.750
A3	01-01-2003	0.000	0.690	0.600
A4	01-01-2003	0.000	0.410	0.350

Close

Scales

Scales

1:1
1:10
1:100
1:1000
1:10000
1:12.5
1:125
1:1250
1:12500
1:15
1:150
1:1500
1:2

Revision Systems & Sequences

Rev System

System	Description
1	Numbers Only
2	Letters Only
3	Numbers then Letters
4	Letters then Numbers
5	User Defined - 1
6	User Defined - 2

Rev Sequence

Sequence	Rev Label
0	-
1	A
2	B
3	C
4	D
5	E
6	F
7	G
8	H
9	I
10	J
11	K
12	L
13	M
14	N
15	O
16	P

User Names

List of User Names

NOTE: This List should contain everybody's names in the office, not just those that have access to DRPRO !

By User Name | By Discipline | By Access Level | By Designation | Active Users Only

Act	Login Name	User's Full Name	Discipline	Access Level	Designation	Employee Code	Email Address
	administrator	Administrator	Structural	Administrator	It Manager	A-001	
	jeff	Jeffrey Van Dongen	Structural	Operator	Draughtsman	J-001	
	john	John Doe	Structural	Supervisor	Draughtsman	J-002	
	ida	Luis De Almeida	Structural	Administrator	Technologist	L-001	
	peter	Peter Bilt	Electrical	Operator	Draughtsman	P-001	peter.bilt@abcdesign.com

= Active = Inactive
 Activate / Deactivate

Close

Changing a Users Record

User Entry Form

Login Name: peter
 First Name: Peter
 Surname: Bilt
 Discipline: Electrical
 Designation: Draughtsman
 Qualifications:
 Access Level: Operator
 Password: *****
 Emp ID Code: P-001
 Active User ☒ = Required Entry

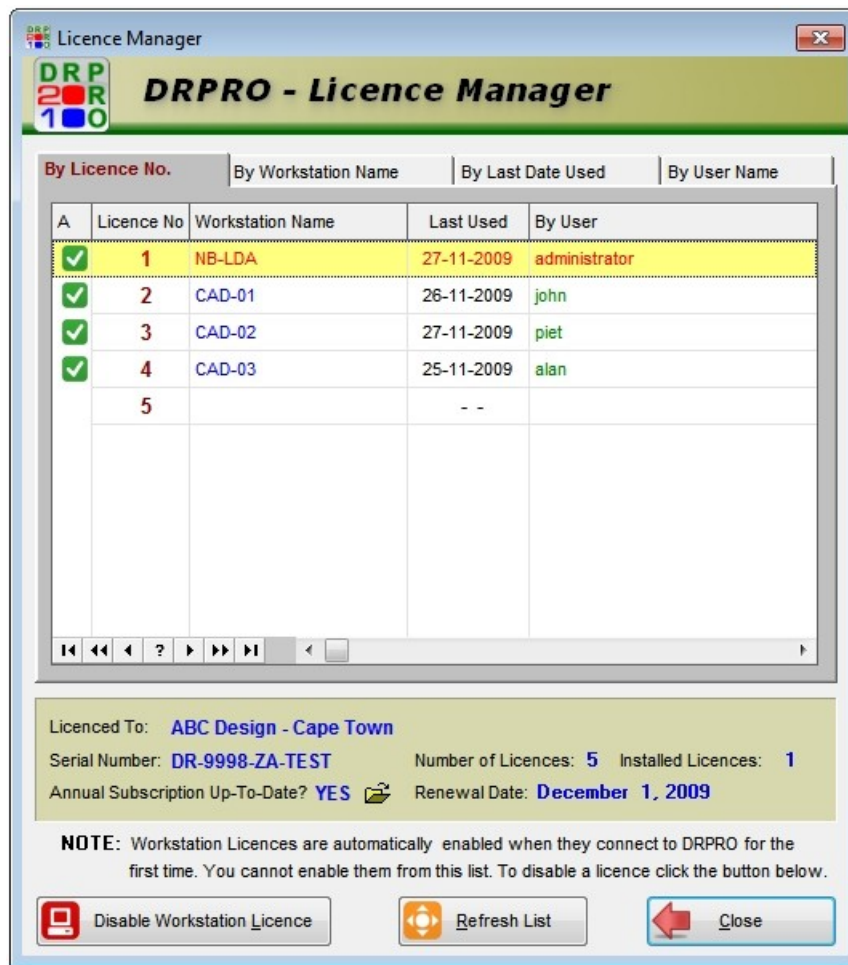
[Copy Login Name to First Name]
 Additional Comments about this user:
 Started 01/01/2005

User's Email Address: peter.bilt@abcdesign.com

Cancel Save

--> Must be a Unique Code for each Employee, e.g. 'A-001'

The **Licence Manager** is also accessible from the item 'Administrator' from the top pull-down menu, and will display information relating to which DRPRO licence is installed:

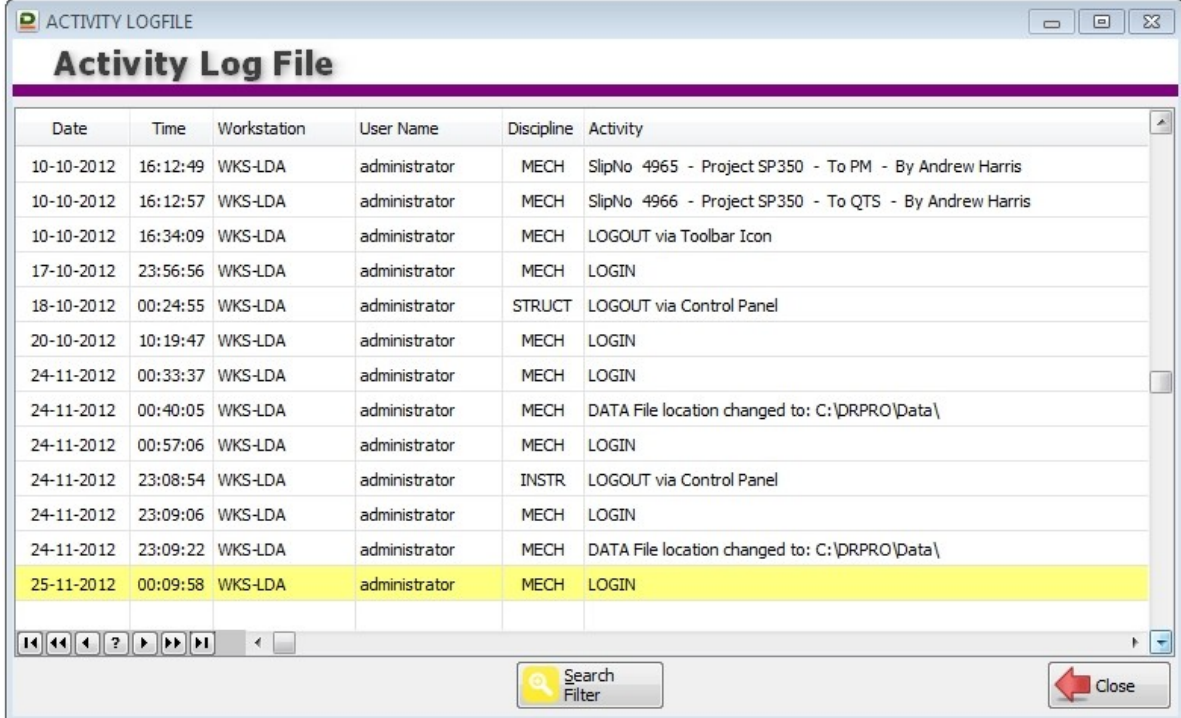


If you need to move DRPRO from one machine to another, you need to access this list from another machine that has DRPRO installed, and login with a username and password that has 'Administrator' rights within DRPRO. You need to do this from a different machine because DRPRO will not let you disable your own workstation, as you could lock yourself out of DRPRO!

Then, from the displayed list, highlight the machine that contains the licence to be moved and click "Disable Workstation Licence". Doing this will remove the 'tick' on the leftmost column and make that licence available to the first new machine that next connects to DRPRO. That new machine will scan through this list and 'grab' the first open licence available. If there are no open licences available, then a message stating that "All DRPRO licences have been used up" will appear...

This list may also assist you in finding out who's using DRPRO regularly and who's not, so you can re-allocate the licences to those individuals that really need them.

View User Activity Log File – Displays a background log that DRPRO keeps of all important activities, such as logging in and out, issuing drawings, deleting projects and drawings, sending out transmittal slip emails, etc.



The screenshot shows a window titled "ACTIVITY LOGFILE" with a sub-header "Activity Log File". It contains a table with the following columns: Date, Time, Workstation, User Name, Discipline, and Activity. The table lists various activities performed by the administrator, including logging in, logging out, and changing data file locations. The last entry, dated 25-11-2012 at 00:09:58, is highlighted in yellow.

Date	Time	Workstation	User Name	Discipline	Activity
10-10-2012	16:12:49	WKS-LDA	administrator	MECH	SlipNo 4965 - Project SP350 - To PM - By Andrew Harris
10-10-2012	16:12:57	WKS-LDA	administrator	MECH	SlipNo 4966 - Project SP350 - To QTS - By Andrew Harris
10-10-2012	16:34:09	WKS-LDA	administrator	MECH	LOGOUT via Toolbar Icon
17-10-2012	23:56:56	WKS-LDA	administrator	MECH	LOGIN
18-10-2012	00:24:55	WKS-LDA	administrator	STRUCT	LOGOUT via Control Panel
20-10-2012	10:19:47	WKS-LDA	administrator	MECH	LOGIN
24-11-2012	00:33:37	WKS-LDA	administrator	MECH	LOGIN
24-11-2012	00:40:05	WKS-LDA	administrator	MECH	DATA File location changed to: C:\DRPRO\Data\
24-11-2012	00:57:06	WKS-LDA	administrator	MECH	LOGIN
24-11-2012	23:08:54	WKS-LDA	administrator	INSTR	LOGOUT via Control Panel
24-11-2012	23:09:06	WKS-LDA	administrator	MECH	LOGIN
24-11-2012	23:09:22	WKS-LDA	administrator	MECH	DATA File location changed to: C:\DRPRO\Data\
25-11-2012	00:09:58	WKS-LDA	administrator	MECH	LOGIN

At the bottom of the window, there is a "Search Filter" button and a "Close" button.

- Additionally, three extra utilities are available to the **Administrator** item in the pull-down menu at the top of the screen, namely:
 1. **Mass Email & Domain Change Utility** – Seldom required, but should be a time-saver for cases when one of your recipient's internet domain changes and email addresses change, affecting many entries already in DRPRO. See typical example below.
 2. **View Error Log File** – This file keeps track of certain error conditions and at what stage in the program they occurred. It can be useful for forensic purposes.
 3. **File Manager** (NOTE: Switch to Maintenance Mode and Backup all data before tackling this one! Use at your own risk. Please contact us should you feel you need to use this tool)
 4. **System Maintenance ON/OFF** - Switch Maintenance Mode ON or OFF. For use at times such as introducing a new version of DRPRO. Switching Maintenance Mode to ON will broadcast a message to all current users of DRPRO stating that they have 5 minutes to complete their current DRPRO task and exit. If they don't exit, DRPRO will automatically kick them out after the 5 minute count-down timer has reached zero.

Printed Report Headings (new as from v2011):

With this utility, you can override the default headings for most printed reports. You can change the Font Settings (Style, Size and Colour). Simply highlight the text heading you want to change (one line at a time), then click on the button labelled "Change Font Settings". When complete, click 'Save' to exit back to the Administrator's Menu. You may need to wait until all changes are implemented.

You can also define **ISO Reference Codes** to each printed report on the entry line below each heading. These ISO Reference Codes will print on the bottom right hand corner of the printed page. You can also change the Font Settings (Style, Size and Colour) of the ISO Reference Codes.

There is an option to reset all headings (the text only) to installation defaults (you will lose all your changes!), as well as for resetting all heading Fonts (Style, Size and Colour) to installation defaults.

You can also reset all the ISO Reference Codes to installation defaults, which essentially means that they will be cleared. A warning window will appear first before it is cleared.

Update Printed Report Headings

Printed Report Headings

Transmittal Slip **Dwg Registers** Issue Registers ManHours Registers Dwg & ManHours (Cont) Project & Recipients Issue History Dwgs Received Other

Drawing Register [Plain]:

Document Register

Dwg Reg Plain ISO Ref:
ISO REF No. 1234 ABC

Drawing Register [Showing Resources]:

Drawing Register Showing Resources

Dwg Reg Resources ISO Ref:

Drawing Register [Showing Status]:

Drawing Register Showing Dwg/Doc Status

Dwg Reg Status ISO Ref:

Drawing Register [Showing Vendors]:

Drawing Register Showing Vendor's Name

Dwg Reg Vendors ISO Ref:

Drawing Register [Showing Comments]:

Drawing Register Showing Comments

Dwg Reg Comments ISO Ref:

Change Font Settings [Highlight Text First] Reset All Headings to Installation Defaults Reset All ISO Refs to Installation Defaults Reset ALL Fonts to Installation Defaults Cancel Save

Mass Email & Domain Name Change:

This option is available only from the "Administrator" pull-down menu at the top of the screen.

This utility is used only in the rare cases where a company's internet and/or email domain name has changed and you need to modify all instances of the old domain name in the DRPRO database to the new one.

Various options are available depending on how you want the change to be done. Tick the appropriate boxes as show below.

Due to its nature, this process could take a while to complete, depending on how many records are affected by the change.

The screenshot shows a software window titled "Mass Email & Domain Name Change Utility". The window has a purple header bar with the title. Below the header, there are two main sections. The left section is titled "Select One Option:" and contains two checkboxes: "Apply Email Changes To Current Projects Only !" and "Apply Email Changes To ALL Projects Regardless !". Below these checkboxes is a note: "NOTE: Email addresses inside emailed Transmittal Slips will not change. But contact details will be changed even if it is an old completed project !". The right section is titled "Select Which Files to Change:" and contains four checkboxes: "Change Master Company File", "Change Contact Names File", "Change Project Recipients File", and "Change Local Users File". Below these sections, there are two main options: "Single Email Address Change" and "Domain Name Change". The "Single Email Address Change" option has a "Single Email Address Change:" label and two input fields: "From Email:" and "To Email:". To the right of these fields is a "START Email Change" button with a right arrow icon. The "Domain Name Change" option has a "Domain Name Change:" label and two input fields: "From Domain:" and "To Domain:". The "From Domain:" field contains the text "anyname@ abc.com" and the "To Domain:" field contains the text "anyname@ xyz.com". To the right of these fields is a "START Domain Change" button with a right arrow icon. At the bottom center of the window is an "Exit" button.

Mass Email & Domain Name Change

Mass Email & Domain Name Change Utility

Select One Option:

- ☐ Apply Email Changes To Current Projects Only !
- ☐ Apply Email Changes To ALL Projects Regardless !

NOTE: Email addresses inside emailed Transmittal Slips will not change.
But contact details will be changed even if it is an old completed project !

Select Which Files to Change:

- ☐ Change Master Company File
- ☐ Change Contact Names File
- ☐ Change Project Recipients File
- ☐ Change Local Users File

☐ Single Email Address Change

Single Email Address Change:

From Email:

To Email:

START Email Change

☐ Domain Name Change

Domain Name Change:

From Domain: anyname@

To Domain: anyname@

START Domain Change

Exit

Keeping track of PRINTING COSTS

DRPRO can track printing costs of all drawings and documents issued through it. For that, it needs to know the pricing parameters of the various different types of Printing Media regularly used in your office for each size available. The "Media Types and Costs" screenshot above show how this information is displayed.

Because DRPRO can also keep track of historical price changes in the printing media, every time there is a price change in the printing media you need to ADD a new line with the new price for each size, as well as the date from which that new price is applicable. DO NOT simply change the Cost and Charge prices that are already there, as that would result in all printing being calculated based on the more recent price only!

To calculate the printing costs, select the "**Printing Costs**" button in the "**Administrator Functions**" menu. Other select screens will follow requesting you to specify which discipline to be calculated as well as between which project numbers and between which dates:

The screenshot shows a dialog box titled "Project Range & Charge Rate" with a subtitle "Select Project Range & Charge Rate". It contains three sections: "What Projects:" with a "Select All Projects" checkbox and two text boxes for "From Project No:" and "To Project No:" both containing "DEMO-1"; "Select Disciplines:" with radio buttons for "All Disciplines" (selected) and "Single Discipline" (with "Structural" text next to it); and "Select Which Charge Rate to use:" with radio buttons for "Charge Rate 1" (selected) and "Charge Rate 2". At the bottom are "Cancel" and "Proceed" buttons.

The screenshot shows a dialog box titled "Select Date Range" with a subtitle "Select Date Range". It contains two text boxes for "From Date:" (01-06-2005) and "To Date:" (25-11-2012), each with a calendar icon. Below these is a button with a double-headed arrow and the text "From Beginning of Project to Date, Click Here Then Click Proceed". At the bottom is a "Proceed" button with a right arrow.

After this, DRPRO will start a scanning process to identify which records in the database match the parameters requested and will create a temporary Cost file in the local machine. When the scanning process is complete, a new Menu screen will appear, showing the various cost report options available:



The set of eight buttons at the top will print the Cost and Charge reports showing both the 'Cost' figures as well as the 'Charge' figures on the same page.

The buttons at the bottom will print an identical set of reports as the left, except that the 'Cost' column is blanked out, i.e. it only prints the 'Charge' figures. This would be the report you would normally give your client to claim for disbursements.

Please note that the '**Detailed Report**' will print every single line of every transmittal slip issued for that project (within the dates requested obviously!) and should only be used if there is a major argument about printing costs. Printing it on paper will lead to more additional printing costs on your part, so avoid it if you can! As an option, you could alternatively print it to PDF, then email it to whoever requested it and let them print it if they want to! You'll save yourself a bundle just on paper...

Once you exit this menu, the temporary file in your local computer will be deleted and a new one will need to be created again for the next 'Cost' calculation.

GLOBAL DEFAULTS

This screen is used to define global parameters that affect the operation of DRPRO across the whole network, not just the individual workstations.

Record Will Be Changed

Global System Defaults

General Defaults | Email Server Settings | Email Authentication

No of Issue Slips to Print: How many copies of the Transmittal Slip to be printed by default.

Issue Slip Starting No: To avoid clashing with a possible existing/old numbering system

Default Media Type: **Paper Print** Can be modified at Issue time.

Default Revision System: **Letters to Numbers** Can be different on a Project by Project basis.

Base Discipline: **Structural** The Discipline that's most common within the company.

Company Abbreviation: **ABC** An 8 Character Abbreviation that defines your company

Authority Required to Manipulate Projects:
Administrator

Date Format

- ☐ DD-MM-YY
- ☒ DD-MM-YYYY
- ☐ MM-DD-YY
- ☐ MM-DD-YYYY
- ☐ YY-MM-DD
- ☐ YYYY-MM-DD

Date Separator

- ☐ Period
- ☒ Dash
- ☐ Space
- ☐ Slash

Transmittal Slip Options:

- ☐ Print Discipline Column In Transmittal Slip ?
- ☐ Force Multi-Line Dwg/Doc Titles allowing up to 150 Characters
- ☒ Use Double Spaced Characters in Transmittal Slip Heading

Transmittal Slip Layout

- ☐ Box Layout [1]
- ☒ Horizontal Line Layout [2] **NEW !!**

Date Format Sample:
25-11-2012

Default Paper Size:

- ☒ A4
- ☐ Letter (8.5"x11")

Background Logging:

- ☐ Disable LogFile

Cancel **Save**

The screenshot shows a software window titled 'Global System Defaults' with a subtitle 'Record Will Be Changed'. It has three tabs: 'General Defaults', 'Email Server Settings' (which is selected), and 'Email Authentication'. The 'Email Server Settings' tab contains a section for 'Default EMAIL Notification Header (2 Lines)' with a red note: 'NOTE: For Specific Projects, Please Refer to the Templates'. Below this is a preview of the header with a yellow background (Line A) containing 'ABC Design Consultants' and a white background (Line B) containing 'Offices in London, Cape Town & Sao Paulo'. There are three buttons: 'Change Background Colour' (with a yellow square icon), 'Change Line A Colour' (with a blue 'A' icon), and 'Change Line B Colour' (with a blue 'B' icon). Below these are fields for 'Required for Sending Emails': 'SMTP Server Address' (smtp.serviceprovider.com), 'Port No.' (25), 'Company Name' (ABC Design Consultants), and 'Company Email Address' (office@abcdesign.com). A blue note states: 'NOTE: DRPRO will use this email address only if the logged in user does not have an email address.' At the bottom, another blue note says: 'NOTE: If Additional Issue Slip Templates are used for Specific Projects, you need to change the Email Notification Header (as above) for each Template. This is done in the Email Tab of the Template Entry Form.' The window ends with 'Cancel' and 'Save' buttons.

Record Will Be Changed

Global System Defaults

General Defaults **Email Server Settings** Email Authentication

Default EMAIL Notification Header (2 Lines): **NOTE: For Specific Projects, Please Refer to the Templates**

A **ABC Design Consultants**

B **Offices in London, Cape Town & Sao Paulo**

Change Background Colour Change Line A Colour Change Line B Colour

Required for Sending Emails:

SMTP Server Address: Port No:

Company Name:

Company Email Address:

NOTE: DRPRO will use this email address only if the logged in user does not have an email address.

NOTE: If Additional Issue Slip Templates are used for Specific Projects, you need to change the Email Notification Header (as above) for each Template. This is done in the Email Tab of the Template Entry Form.

Cancel Save

The screenshot above and the one on the next page show the information required to enable emailing of transmittal slips from within DRPRO. DRPRO has its own built-in email engine, and does not rely on external emailing software such as Outlook or Outlook Express to send emails.

PLEASE NOTE: These email settings need to be setup before you can start sending out Transmittal Slips via DRPRO. Please contact your system administrator or ISP provider for the necessary information as required above.

Record Will Be Changed

Global System Defaults

General Defaults | Email Server Settings | **Email Authentication**

Authorised Login Required ? ☒ Use Only if your SMTP Server requires Authorised Logins ! See below.

Authorised Email User Name:

Authorised Email Password:

DRPRO has its own built-in email engine for the purpose of sending out only pre-formatted Transmittal Slips in HTML, with or without attachments. It does not receive emails.

If your Mail Server requires authentication, as is normally the case with e.g. MS EXCHANGE SERVER or NOVELL GROUPWISE, you need to check ON the tickbox 'Authorised Login Required ?', as well as enter a valid Email Username and Password that is currently listed in the Mail Server, so that your Mail Server knows that the email being sent from DRPRO is coming from a trusted source, and allow it through the system and out into the Big Wide World!

Our recommendation is that you rather create an new Email Account on your Mail Server just for DRPRO use only, and then enter its Email Username and Password details above.

If you get 'Error 501 - Authentication Failed' , then the details entered above are incorrect!
 If you get 'Error 530 - Authentication Required' , then enter the required details above!
 If you get 'Error 550 - Relay prohibited' , then it definitely needs the details above.

Cancel Save

NOTE: The item “**Authorised Login Required**” in the Email Security tab is only required to be activated if you (or your IT department) have heavy security settings switched ON in your Mail Server, typically with ‘MS Exchange Server’ as an example, but also with other mail server software. As a general rule, first try sending out an email (transmittal slip) with this setting OFF. If you get an error message with an error code along the lines of “Error 550 – Relay prohibited”, then you will need to set this item ON.

In the line “Authorised Email User Name” enter the email user name of one of the users registered with your mail server. Similarly for the password below.

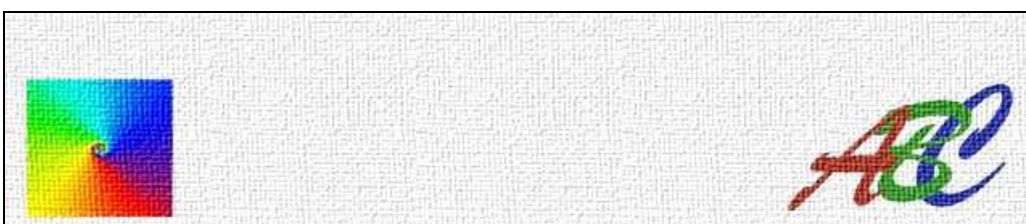
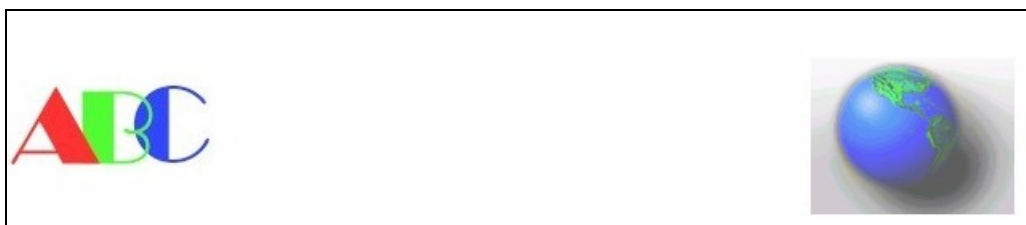
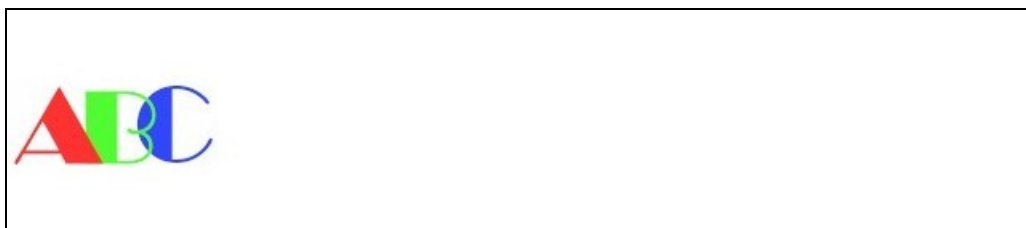
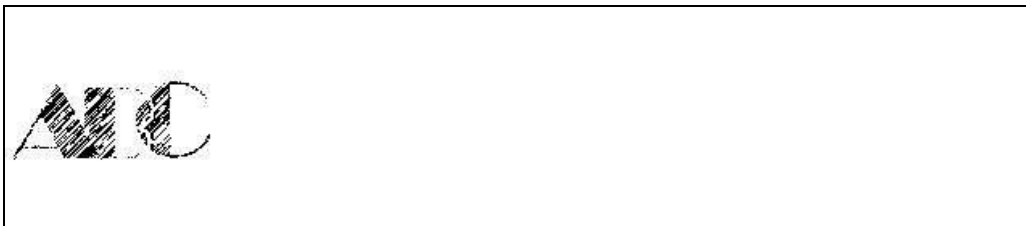
It is recommended that you rather create a new email account within your Mail Server just for DRPRO only, so there is no danger of this email account being disabled or deleted if somebody else’s details are used and that person leaves the company, which would lead to DRPRO not being able to send out emailed transmittal slips.

The table on the next page shows most of the typical errors you may get if an email connection hasn’t been established by DRPRO while trying to send a Transmittal Slip. Based on the information below you may then adjust your email setup accordingly.

Code	Enh. Code	Message	Description
500	5.5.1	Command unrecognized	The SMTP command currently used was unrecognized or is not supported by your MailServer.
501	5.5.2	Domain name required	Sender has no domain specified (usually in MAIL FROM)
501	5.5.2	Unbalanced	SMTP session syntax invalid. (usually unbalanced brackets)
501	5.5.4	Syntax error in parameters scanning	Common syntax error. You probably mistyped last command or last string is invalid.
501	5.5.1	HELO/EHLO requires domain address	Usually when there was blank or invalid string sequence after HELO/EHLO command.
501	5.0.0	Authentication cancelled	The process of authentication was cancelled for any reason.
501	5.7.0	Authentication failed	The username/password combination provided during authentication was invalid.
501	5.7.1		You are not allowed to send.
502	5.5.1	Sorry, we do not support this operation	This operation is not allowed.
503	5.5.1	Incorrect command sequence	A supported command was issued out of sequence. For example command RCPT TO used before MAIL FROM or DATA command used when RCPT TO command was not accepted.
503	5.5.1	Authentication already done	Error occurs by re-authentication.
503	5.5.1	HELO/EHLO command required	Greeting error. HELO/EHLO command is required.
503	5.5.1	HELO/EHLO already specified	Greeting used again.
504	5.7.6	Unrecognized authentication type	Invalid authentication type. Incorrect or none type of AUTH specified.
530	5.7.1	Authentication required [AUTH]	Authentication with command AUTH is required.
550	5.7.1	We do not relay	Server is not open for relay.
550	5.7.1	We do not relay, account limits apply	
550	5.7.1	You have rights to send mail to local domains only	The user who gets this error is allowed to send mail only to local domains.
550	5.7.1	Access not allowed	1) MailServer is blocking access by a black list filter. Or 2) Reject if originator's domain is local and not authorized option turned on. Or 3) Sending to a mailing list set to members only.
550	5.7.1	Permission denied	
550	5.1.1	Unknown user local	
550	5.1.1	Unknown user; rejecting	Unknown user account. The recipient is not local, thus reject the message.
551	5.1.1	No such user found	User account is not local.
551	5.1.1	No such mailing list found	Mailing list is not local.
552	5.5.3	Too many recipients	The number of recipients exceeds the maximum of allowed recipients.
554	5.3.4	Message size exceeds fixed maximum message size	Too much data was sent by the user. User account has an amount limitation.
554	5.7.1	Message cannot be accepted, virus found	Virus was found in the message body or in the message attachment.
554	5.7.1	Message cannot be accepted, content filter rejection	Content filter applied and the message was rejected.
554	5.7.1	Message cannot be accepted, spam filter rejection	Message is probably spam.
554	5.2.2		Maximum size exceeded.
554	5.3.1		Maximum message size exceeded.
554	5.7.1	Message cannot be accepted, filter rejection	The message was rejected.

CUSTOMIZING THE TRANSMITTAL SLIP TEMPLATE:

- Under **Issue Slip template**, you may design your own transmittal slip headings, logo and wording. The top portion is reserved for a logo occupying the size of 7.4" x 1.25" (188mm x 32mm) or in the same proportion. This logo is user defined, and can be of any of the following formats: **BMP, PCX, JPG, WMF, and GIF**. The JPG format is preferred because it is usually smaller in size and reduces the time taken to print each transmittal slip. For some ideas on what can be done with this logo, refer to the sample image files provided with this program located in the Data directory.



- Please note that if your logo is to occupy only a small area of the allocated image size, you must still create a blank image of the size described above and then put your logo anywhere in this space. The text is superimposed on top the image, and is also user definable. Click on the buttons on top of the Issue Slip Template for all the different options available. The fonts selected must be available on every computer that will have access to this program.
- Some typical Logo sizes in Pixels:**
 - 100dpi = 740 x 125 (will look coarse and dotty!)
 - 200dpi = 1480 x 250 (reasonable resolution)
 - 300dpi = 2220 x 375 (sharp resolution – Good for including text in the logo as well)



Template Will Be Changed

Update the Template File

Header 1 Header 2 Footer EMAIL Headings X Position = 0

Select Logo File Name Remove Logo

If a background image is used, it must have the proportions of 2220 x 375 pixels at 300 dpi
The Text highlighted in red (company name, address, tel. numbers, etc) is superimposed on top of the image.



ABC MINING GLOBAL LLC
Specialist Deep Mining Project Management
120 Llanymyneir Drive, Alice Springs, Australia
Tel: +61 (0) 8 23 4567 Fax: 01 30 997 6543
Web: www.abcminingglobal.com
Email: info@abcminingglobal.com
ABC is a wholly owned subsidiary of ABC Mining Global Ltd

To: **ACME Construction Company** Serial No: **123456**
Attention: **Willy E. Coyote** Date: **25/11/2012**
Care Of: **Beep Beep The Road Runners** Time: **0:14:10**

NOTE: The BOLD blue text above is data read directly from the database at printing time. It's not user editable here!

Template Name: **Default Template** Specific for Project No: **0** 0 = Default Template
NOTE: There must always be a 'Default Template' specific for Project No. '0', which is a General Purpose Template

Select Layout
☐ Layout 1
☒ Layout 2

Select Horizontal Line Colour For Layout 2

Use the TAB key on the keyboard to navigate

NOTE: The default Transmittal Slip layout to be used for all projects is selected in the Global Defaults window, not here !

Cancel Save

Template Will Be Changed

Update the Template File

Header 1 Header 2 Footer EMAIL Headings

Use the TAB key on the keyboard to navigate

To: **ACME Construction Company** Serial No: _____
Attention: **Willy E. Coyote** Project Slip No: _____
Care Of: **Beep Beep The Road Runners** Recipient Slip No: _____
Address: **Address Line 1...** Date: _____
Address Line 2... Time: _____
Address Line 3... Method: _____

Project: **123456 - Arizona Hills Shopping Centre**

Drawing Transmittal

Doc No:	Rev:	Size:	Type:	No:	Description:
A101-527-W	F	A0	Paper	5	Parking Layout - Sheet #1

NOTE: The blue text above is data read directly from the database at printing time. It's not user editable here!

Cancel Save

Template Will Be Changed

Update the Template File

Header 1 Header 2 **Footer** EMAIL Headings

Select Bottom Logo Remove Bottom Logo Use the TAB key on the keyboard to navigate

A101-547-W C A0 Paper 5 1:200 Tenant Layout - Sheet #3

<input checked="" type="checkbox"/> For your Information	<input checked="" type="checkbox"/> For Planning purposes only	Distribution List: 123456 - ACME Construction Company 123457 - ABC Consultants 123458 - KLM Quantity Surveyors 123459 - XYZ Architects
<input checked="" type="checkbox"/> For your Records	<input checked="" type="checkbox"/> For Tender purposes only	
<input checked="" type="checkbox"/> For Checking and Approval	<input checked="" type="checkbox"/> For Manufacturing	
<input checked="" type="checkbox"/> Please return check copy	<input checked="" type="checkbox"/> For Fabrication	
<input checked="" type="checkbox"/> For Construction	<input checked="" type="checkbox"/> For Signature	

Additional Notes:

Sign Here Sign Here

Issued By: Received By:
For: ABC Mining Global LLC Date Received

LDA Computing Copyright Notice

Cancel Save

Template Will Be Changed

Update the Template File

Header 1 Header 2 Footer **EMAIL Headings**

Template Name: **Default Template**
For Project No: **0**

NOTE: The Heading below will be used for ALL Projects that do not have a specific template:

DRAWING TRANSMITTAL

ABC MINING GLOBAL LLC
Alice Springs, Australia

Change Background Colour Change Line A Colour Change Line B Colour

Sent To: XYZ Construction For Attention: John Doe
Date: 25-11-2012 Transmittal No: 00-123456
Project: Neighbourhood Shopping Centre

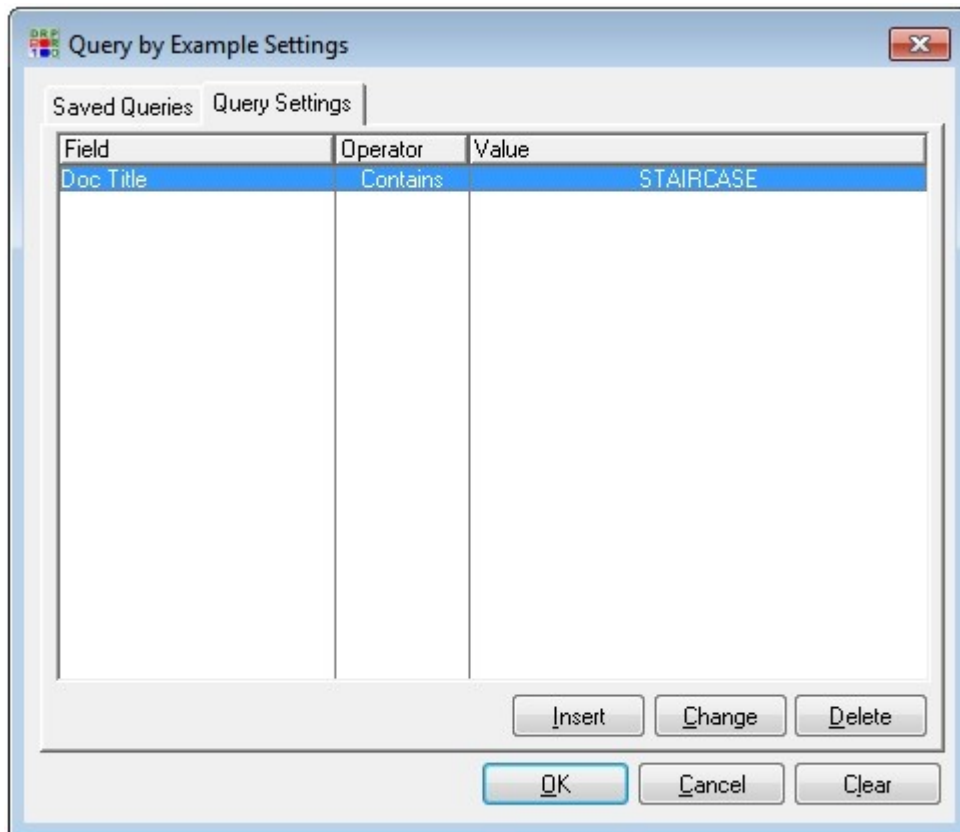
Company Name to be used as the Email Sender for the above Company Heading:
ABC Mining Global LLC

Specify your own Email Header colours above!

Cancel Save

SEARCH FILTERS:

- Some of the Windows described above have a button called '**Search Filters**'. This button allows you to do a search for a subset of information to be displayed. Depending on how complex the query is, it could take a while for it to be displayed. To return the list back to the original display, delete all entries in the Query List.



BACKING-UP DRPRO & PROTECTING YOUR VALUABLE DATA:

- It is your responsibility to keep proper backupsof your data. Computers and software are inherently complex and data can get corrupted due to a variety of reasons, namely, power fluctuations or failures, faulty components in a PC, especially network cards, operating system hiccups, such as closing files before being instructed to do so by the client software, thus causing possible file truncation and therefore data loss, and many other causes (such as bugs, we admit). Although we have attempted our best to keep your data clean and the referential integrity maintained between the files, we cannot however guarantee 100% that no corruption will ever occur. Therefore we recommend that you keep a rotating set of backups of the DRPRO data files in case of emergency. At worst, you could lose a day's worth of information, which could at least be partly reinstated if your memory is in good nick, but not year's worth of it.
- Please remember that **LDA Computing** cannot be held responsible for loss of data due to lack of backups or due to any of the reasons mentioned above.
- If you want to backup the data files only, then only the **DATA** folder needs to be backed up, as it contains ALL the data generated by **DRPRO**. First prize would be to backup your data every day, and keeping a rotating set of backup media, so that you can go back to an older set of data if need be.
- However, if you are running DRPRO as a single-user system (Program and Data both in the same computer), then it is recommended that the whole of DRPRO be backed up as a complete unit, with all its sub-folders, so that in case all is lost and you need to re-instate your information, there is no need to re-install DRPRO and re-enter the registration file again (which could very well be also lost!).
- Another strong recommendation is that you have your workstations and Server connected to a decent **UPS (Uninterruptible Power Supply)**, as any sort of power hiccup can cause data corruption, as stated above, which is beyond the control of DRPRO.
- PLEASE READ THE FOLLOWING DOCUMENTS INCLUDED IN THE DRPRO4\DOCS FOLDER:
 - *Resolving network and other file problems with Topspeed.pdf*
 - *Opportunistic Locking and Read Caching on MS Windows Networks.pdf*
 - *Advice from those who have lost everything.pdf*
 - *Causes of General Protection Faults and Troubleshooting Tips.pdf*

Network / file problems, such as those with symptoms like error 1477 and 2172, can take many forms. They can be caused by one or more of the following:

- Kinked or damaged network cable - just because it looks ok doesn't mean it is - test it or swap it out for another one you may have.
- Cable running close to a fluorescent light ballast (fixture).
- Loose connector/plug on a network cable.
- Old "worn out" cables, particularly coax cables that have been around for years.
- Out of date drivers.
- Bad hub or a bad port on a hub.
- Failed/failing network card.
- Power problems (PLEASE protect your systems with a **UPS**, power problems are one of the biggest troublemakers we know of. Yes, a UPS might cost \$79 to \$450 depending on how big a unit you buy, but how much is your computer and a day's worth of business worth? Consider it much less than the time to fix a power-caused mess.
- Network setup and/or configuration problems.
- Inadvertent shutdowns.
- Shutting down servers while workstations are still in the program.
- Out of date network drivers (even those right out of the box are sometimes a problem).
- Improper or less than desirable network bindings/settings.
- Loss of network connections caused by server-management-induced timeouts. Check out <http://support.microsoft.com/kb/297684>

NOTE: Remember that having backups is a saving grace in the face of file/network problems. Network problems can corrupt your files in a heartbeat. If you have no backups, you are in big trouble (future or present - trouble will occur). Having backups is a responsibility you must take **VERY seriously**.

For more detailed information on the above items, please read the file **Resolving network and other file problems with Topspeed.pdf** . This file is included in the DRPRO\DOCS folder on your local workstation.

[Special thanks to Mark Riffey of RescueMarketing.com for the above information. This information was extracted from <http://www.rescuemarketing.com/network.htm>]

DRPRO - General notes on Networks

How DRPRO Network Installation Works:

The **DRPRO** network installation process places the **DRPRO** DATA files in the server or shared network folder. **DRPRO** users execute the program from their local workstations, with the data files in the server being shared among multiple **DRPRO** users. One license per workstation is required.

Network Installation Notes:

1. **DRPRO** requires that the workstation have a drive letter mapped to the directory, which contains the **DRPRO** data, or alternatively the UNC (Universal Naming Convention) equivalent. Note: The drive letter may be assigned to a parent directory -- the only requirement is that **DRPRO** on the user's machine points to the data using a drive letter. e.g.
Drive Letter Option: "K:\DRPRO"
UNC Naming Option: "\\SERVER1\DRPRO"
This information is stored locally in each workstation.
2. **DRPRO** users must have FULL Read-Write access to the network shared directory as well as the necessary user permissions. Please consult your network administrator in this respect.
3. **DRPRO** installation program offers the user a choice of various installation types. Run the installation program more than once to install various parts of the program. The "Program Files Only" installation option must be done locally from each workstation that will access the shared **DRPRO** data on the server.
4. On a network, the Data installation must be completed BEFORE users can install the "Program Files Only" option on the local workstations.
5. If a local version of **DRPRO** has been installed followed by a subsequent network client install, the users menu system and window's **DRPRO** shortcuts will be updated to reflect the shared database location. Thus they will have to be manually adjusted including the new "Target Path" and "Start in:" folder setting for each shortcut.
6. **DRPRO**'s Uninstall only works for workstation installations, not for the Data portion of the program. This prevents a network client user from inadvertently erasing the database.
7. **Faulty Network Cards** - In not so rare cases, database corruption on shared databases have been shown to be caused by faulty or noisy network cards. This situation can be extremely difficult to diagnose. Experience has shown that using the process of elimination to take network cards off-line to locate the offending card on the network is effective.

ANNUAL SUBSCRIPTION OPTION: (IMPORTANT INFORMATION)

By selecting this option you will be entitled to download, install and run updates to **DRPRO**, as they become available.

This Annual Subscription Option costs only **20% per year**, based on the prevailing price of the package purchased. A renewal notification will be e-mailed to you about one month before the expiry date. This option is automatically included for the first year after the original purchase. The price is calculated on the full set purchased and not on a partial set.

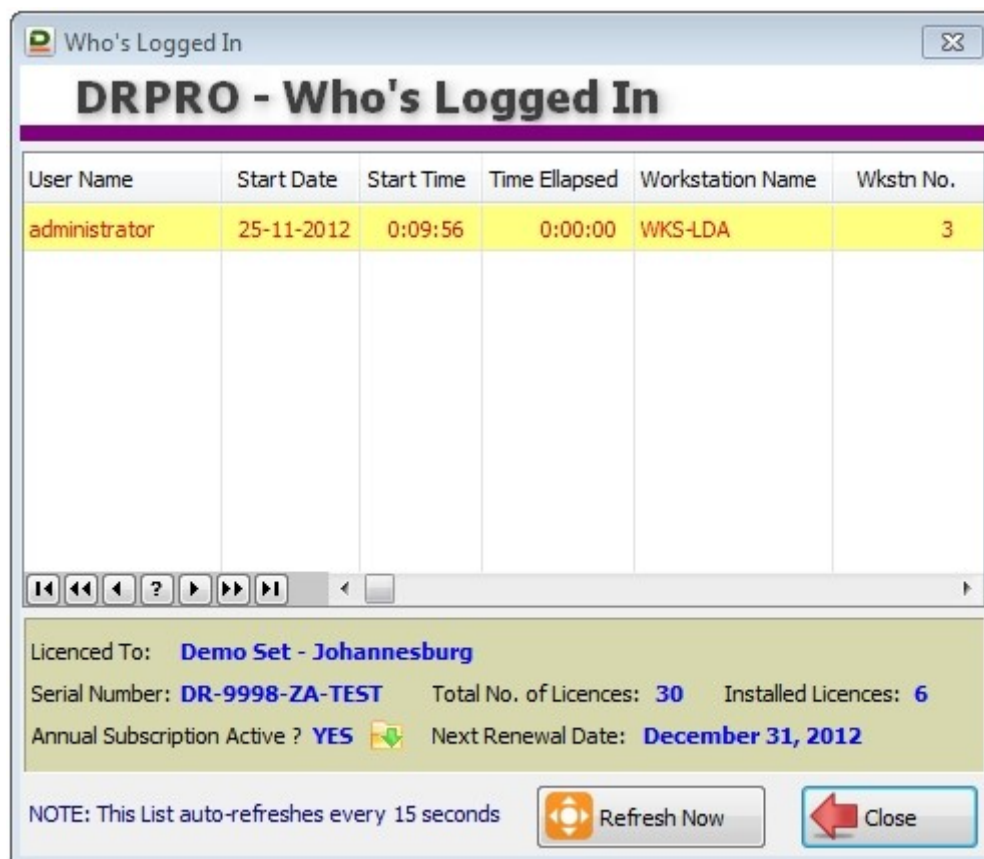
You may opt not to renew the Annual Subscription for a few years then decide to join in again. In this case, the cost the Annual Subscription will be based on 20% per year for each year that lapsed, plus another 20% for the year ahead, as this option is purchased in advance.

PLEASE NOTE that if you do **NOT** renew the Annual Subscription after the first year, you will **NOT** be able to use any of the new updates that will be regularly made available for download from our web site, as new features are added. However, your version of DRPRO will not stop working!

One month before your DRPRO's next expiry date, a message window will appear:



PLEASE NOTE: To find out your Annual Subscription status, click on **"Who's Logged In"** on the pull-down menus at the top of the screen and read the details shown at the bottom of the window displayed. If you need assistance or clarification, please give us a call.



Alternatively, if you have 'Administrator' rights within DRPRO, you can also view the workstation list in the '**Licence Manager**' as already described in an earlier page.

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